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ABSTRACT

This catalog provides an annotated list of the career education materials which may be borrowed for previewing from the Career Education Resource Center in Colorado. Covering materials of interest to educators in kindergarten through postsecondary programs, the catalog includes items produced by classroom teachers, commercial publishers, business and industry, and state and federal projects. The major topics by which the materials are categorized are as follow: classroom subject areas such as mathematics, language, art, and home economics; consumer education; guidance; reference, including information on teaching strategies and historical background; career clusters, as defined by the U.S. Office of Education (USOE); and business and industrial materials. The section on community resources contains the following information: (1) a description of the State Community Resource Bank philosophy and objectives; (2) a listing of program directors to contact for local/community resource information; (3) how to order this information; (4) a list of firms, organizations, schools, and other community groups to contact for information; (5) a list of fifteen USOE occupational clusters; and (6) a list of statewide museums with descriptions and information on location, hours, tours, fees, and grade level. The types of materials include audiovisual aids, lesson plans, student materials, bibliographies, dictionaires, learning activity packets, teacher guides, and textbooks. (LRA)

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1978-1979

THE CATALOG

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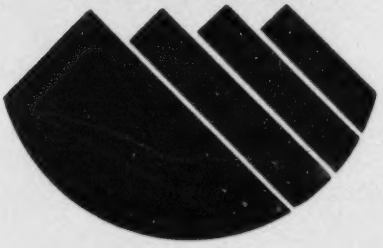
WE'RE HIGH ON
CAREER EDUCATION
IN COLORADO



REVISED EDITION

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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CE 024 194

CAREER EDUCATION RESOURCE CENTER
2323 West Baker Ave. • Englewood, Colorado 80110 • 934-5786

Location of Career Education Resource Center

Career Education Resource Center at Scenic View Elementary School, 2323 West Baker Ave., Englewood, CO 80110 934-5786

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Career Education Resource Center Steering Committee

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COLORADO DEPARTMENT OF EDUCATION, IN COOPERATION WITH THE STATE BOARD FOR COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION, THE COLORADO COMMISSION ON HIGHER EDUCATION, AND PERSONS THROUGHOUT COLORADO.

FOREWORD

The focus in education now and for the rest of this century will be to meet the needs of the individual at all steps of development in their lives. The acceptance of the career education concept is a step towards recognition as well as direction in finding methods to meet the individual needs of people. The concept of career education also brings together the community made up of school, business, parents and students in a partnership that brings the reinforcement to basic education as well as the realities of today's world into a total education program.

The career education concept is made up of many activities and resource materials that assist the teacher in teaching the curriculum of the district as well as meeting other student needs. Colorado is proud of the many talented educators that have contributed materials and activities to the Resource Center for other educators to use. Contributions of resources have been received from business, industry, labor, commercial education companies and professional segments of the community making it a truly cooperative effort by all aspects of the Colorado community. The role of the Resource Center is to serve you with the identification, collection and dissemination of these materials. Another aspect in the services offered at the center is the development of a Computer Center assisting users in finding people, resources and places. The Resource Center is ready to serve you as you carry out your responsibilities in education.

Douglas C. Johnson
State Coordinator for Career Education

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Some of the topics included are historical background, definitions, inservice manuals, teaching strategies, and government publications.

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This section includes materials designed around a particular career cluster as outlined by the U.S. Office of Education. Specific information is given about occupations. Some of the topics are job descriptions, educational and training requirements, advantages and disadvantages, entry level requirements, and general career awareness information. Materials under Multi-Cluster include information from two or more career clusters.

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Community resource information may be requested from this list of firms, associations, organizations, schools, and other community groups.

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CAREER EDUCATION FIELD TRIPS 204
A list of statewide museums with information on location, hours, tours, fees, grade level, and description

HOW TO ORDER MATERIALS

1. **HOW CAN I ORDER MATERIALS FROM THE CENTER?**
   There are two request forms located on page 3 of the catalog. Please duplicate these forms so that you will have multiple copies.

2. **HOW MANY ITEMS MAY I ORDER?**
   Four items may be requested for each preview period. If more than four items are needed, please contact the Center.

3. **HOW LONG MAY I KEEP MATERIALS?**
   Materials may be kept for one full week; e.g., if you receive an item on Monday, send it back to the Center the following Monday. If materials are needed for a longer period, please contact the Center.

4. **WHAT IF I DON'T RECEIVE SOMETHING WHEN I ORDERED IT?**
   The Center schedules materials on a first-come, first-serve basis. If an item is checked out, we will put your name on a waiting list and send the item as it becomes available. If there will be a long delay, the Center's staff will contact you or substitute a like item.

5. **HOW WILL MATERIALS BE SENT TO ME?**
   The Center sends most items to patrons through the United Parcel Service. We need a street address for each delivery since private carriers have no access to Post Office Boxes.

6. **HOW DO I WRAP AND RETURN MATERIALS?**
   Please rewrap materials in the same way as you received them. Materials may be returned through U.P.S., U.S. Mail, hand delivered, or members of SEMBCS may use the SEMBCS Inter-District Mail.

7. **DO I HAVE TO REQUEST MATERIALS BY TITLE AND CATALOG NUMBER?**
   If you cannot find what you need in the catalog, please let us know and we will try to match materials to your needs. You may do this by filling out T. MOLL'S Alternative Request Form.

8. **WHEN CAN I CONTACT THE CENTER?**
   The Center is open all year from 8:00 a.m. to 4:30 p.m. Monday through Friday. Please contact the Center for visits or if special help is needed.

9. **WHERE IS THE CAREER EDUCATION RESOURCE CENTER?**
   It is housed at SEMBCS (Southeast Metropolitan Board of Cooperative Services).
   CAREER EDUCATION RESOURCE CENTER
   2323 West Baker Ave.
   Englewood, Colorado 80110
   (303) 934-5786.

10. **WHO IS T. MOLL?**
    T. MOLL (The Mean Old Library Ladies) is the assumed name used by the staff at the Center.

Yours Truly,

T. Moll

T. MOLL

8

SAMPLE ENTRY

(1) – **SOCIAL STUDIES**

GRADE – (2)

7–A (2) **SUBJECT: SOCIAL STUDIES/OBJECT: CAREER OPPORTUNITIES** –(3) **C0605 –(4)**

A part of the CAREER OPPORTUNITIES BOXES, this unit contains 100 job cards, 1 contents card, a DOT card, and 1 user's guide. Representing many educational and occupational levels, the alphabetized cards contain job
(5) – descriptions and forecasts for 100 social studies-oriented careers. Each card presents the following: nature of work, relation to discipline, duties, working conditions, educational and personal qualifications, earnings and advancement, outlook, related careers, and information sources. Activities and projects are included.
(6) – Publisher: Time Share – A Houghton Mifflin Company, 1975

(1) – Materials are indexed alphabetically according to classroom subject areas, U.S.O.E. occupational clusters, and business and industry titles. Additional section titles are: *Consumer Education, Employability Skills, Guidance* and *Reference.*

(2) – The grade level for which the material is appropriate.

(3) – The title of the material.

(4) – The catalog number – the prefix letter indicates source of material: C0001 = Commercial Publishers; T0001 = Teacher Prepared: X0001 = Projected Prepared. Business and Industry material should be ordered by company name and the corresponding number in parenthesis.

(5) – Description of material contents – indicates the type and number of materials.

(6) – Indicates publisher, developer, or the distributor of the material.

CAREER EDUCATION RESOURCE CENTER

2323 West Baker Ave. • Englewood, Colorado 80110 • 934-5786

REQUEST FOR CAREER EDUCATION MATERIALS

NAME _____ DATE _____

DISTRICT _____ COUNTY _____ WORK PHONE _____

SCHOOL/OTHER _____ YOUR POSITION _____

WORK ADDRESS _____
Street/P.O. Box City State Zip Code

Number of students this material will serve _____ Grade(s) _____

Will you accept substitute items if these materials are unavailable? ☐ Yes ☐ No

Please use a separate request form for each calendar month of orders.

OFFICE USE ONLY

DATE NEEDED	MATERIAL TITLE	CATALOG NUMBER	DD	R

OFFICE USE ONLY

I accept the responsibility of returning the materials complete and undamaged.

Signature _____

WHEN ORDERING, DUPLICATE THESE FORMS TO RESERVE THIS MASTER FOR FUTURE ORDERS.

CAREER EDUCATION RESOURCE CENTER

2323 West Baker Ave. • Englewood, Colorado 80110 • 934-5786

T' MOLL'S ALTERNATIVE REQUEST FORM

LOST? LONELY? CONFUSED? FRUSTRATED?

T. Moll is available to give personalized assistance in the selection of materials to meet your individual needs. T. Moll encourages you to send all pertinent information and vital statistics regarding your material needs.

Dear T. Moll,

_____

_____

_____

_____

Due to an uncontrollable crystal ball, T. Moll requires the following information:

NAME _____ BLOOD TYPE _____ DATE _____

DISTRICT _____ COUNTY _____ WORK PHONE _____

SCHOOL/OTHER _____ YOUR POSITION _____

WORK ADDRESS _____
Street/P.O. Box City State Zip Code

Number of students this material will serve _____ Grade(s) _____ Your Shoe Size _____

I accept the responsibility of returning the materials complete and undamaged.

Signature _____

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ART

GRADE

10–12 **VISUAL MERCHANDISING** **T0234**

By learning the principles of design, students become aware of the effects that visual merchandising have on retail customers. This 15 page unit discusses areas of design such as repetition, harmony, contrast, proportion, gradation, unity, dominance, balance and color. This background in display techniques helps prepare the student for employment in marketing and distribution.
Developed by: Lee Ann Lahvic

6–8 **ARTS AND CRAFTS** **T0149**

This 7 page unit contains activities that involve the student in the actual planning of the unit. This program creates an awareness of the different lifestyles available to them in the fields of arts and crafts. Along with suggested activities, a bibliography of books on arts and crafts is provided.
Developed by: William Trujillo

10–12 **ART SALE** **T0043**

A one page activity idea for a one semester project introduces students to a background in art productions, profits, etc., and develops an appreciation of gallaries from a sales and marketing point of view.
Developed by: Pam Starck

6–8 **COLOR** **T0150**

Through this 10 page unit, the student will become aware of how important color is in one's daily life. In the 8 activities, emphasis is placed on 3 points: the psychological affects of color; color as used in arts and crafts; and possible careers dealing with color and its uses. Local resource people are listed, but the positions mentioned can be used as guidelines for substitutions in most areas.
Developed by: Carol Stinchcomb

6–12 **COLOR IN MY COMMUNITY** **T0293**

By discovering the impact of color on individuals, as used in business, signs, interior decorating, commercials, foods, clothing, homes, etc., the student develops a color awareness. Through this six page unit, the student develops a project in a selected career area that used color to create a mood or reaction. Four suggested student activities are included. This unit could be adapted to the study of specific clusters.
Developed by: Linda Senor

K–6 **PRINTMAKING SERIES** **C0187**

In this series of six Super 8mm film loops, students are introduced to simple methods of printmaking and of printing by learning several techniques of reproducing images with easy-to-find materials. Each film concentrates on the steps involved and the variety of results that can be achieved. Titles are: *Printing Techniques, Hand Printing, Rubber Band Printing, Alphabet Printing, Cloth Printing,* and *Vegetable Printing.*
Publisher: BFA

7–10 **APARTMENT DECORATING AND FURNISHING** **T0040**

See complete entry under *Home Economics.*

7–12 **YOUR FUTURE IN INTERIOR DESIGN** **C0345**

See complete entry under *Fine Arts and Humanities.*

8–12 **CAREERS IN INTERIOR DESIGN** **C0313**

See complete entry under *Fine Arts and Humanities.*

8–12 **CAREERS IN THE GRAPHIC ARTS** **C0298**

See complete entry under *Fine Arts and Humanities.*

8–12 **CAREERS IN CARTOONING AND ANIMATION** **C0321**

See complete entry under *Fine Arts and Humanities.*

ART

GRADE

8–12 **ART CAREERS IN ADVERTISING** C0302

See complete entry under *Fine Arts and Humanities.*

8–12 **CAREERS IN FINE ARTS** C0307

See complete entry under *Fine Arts and Humanities.*

8–12 **CAREERS IN ILLUSTRATION** C0311

See complete entry under *Fine Arts and Humanities.*

8–12 **CAREERS IN PHOTOGRAPHY** C0312

See complete entry under *Fine Arts and Humanities.*

7–9 **CAREER EDUCATION IN APPALACHIAN MARYLAND, ART** X0235

The units in this 19 page guide contain career education activities to help students explore art-related occupations and gain artistic skills. Designing a project depicting an artist's activities, creating career games for kindergartners, designing and making their own business cards, learning to use a camera, and using the general career education theme in completing art projects are some of the activities included in this guide.
Developed by: Career Education Demonstration Project for Appalachian Maryland, 1973

9–A **GRAPHIC ARTS: PLANNING AND PREPARATION OF COPY** C0631

See complete entry under *Industrial Arts.*

BUSINESS

GRADE

8–9 **THE FLEA MARKET** T0071

This one page unit tells how to establish a flea market run and organized by a business practices class. Students are rewarded for regular class work with script which can be used to purchase goods from the flea market once a week. Students do advertising, record keeping, etc. Unit may be expanded to other subject areas if desired. It is also designed with a motivational/reward-for-good behavior purpose in mind.
Developed by: Lydia Hoague

9–12 **CLERICAL TECHNIQUES FOR A BUSINESS CAREER** C0101

This unit consists of student workbook and teacher's guide. The student text is not included. The unit has been designed to provide an understanding of basic clerical techniques and procedures, as well as information about their use in the operation of a business. Exercises include basic mathematical computations, spelling, English, filing, work usage, etc.
Publisher: Allyn & Bacon, 1975 (A. Jack Kestenbaum, author)

9–12 **ANSWERING THE TELEPHONE** T0100

This is a 15 page module for students' use. The purpose of this module is to teach the efficient and pleasant manner used while answering the telephone. The unit is designed to be self-instructional with learning activities and self-test included. Also provided is an answer key.
Developed by: Sherrilyn Smith

11–12 **USING INCOME TAX AND WITHHOLDING FORMS** T0163

The main purpose of this five page unit is to explore two functions that a Public Accountant has to perform in the course of her/his job. Through the suggested activities, the student learns to prepare an income tax report for a small business and also learns to complete sales tax, withholding tax and social security reports for the state and federal governments. After participating in this unit, the student gains knowledge of the life style of an accountant.
Developed by: Leonard Thomas

10–12 **LEARNING TO USE THE TELEPHONE** T0169

This 15 page unit emphasizes the importance of proper telephone communication systems in the role of a secretary/receptionist. Nine student activities are provided to show the importance of efficiency, pleasant personality, tone of voice and diction in telephone conversations. The unit simulates skills in all types of calls and also includes a section on screening calls correctly for an employer. This unit was developed to be taught in a Shorthand II class but is adaptable to any business skills class.
Developed by: Suzanne Owens

9–A **THE BUSINESS AND OFFICE CAREER EDUCATION CURRICULUM PROJECT** X0027

This 53 page book describes business and industry changes with curriculum implications, activities for secondary and post-secondary business teachers to promote career development, and changes in the life insurance industry which have had curriculum implications for business and office training programs. Sources for business and office career preparation materials are included.
Publisher: National Business Education Association

8–12 **ACTION COMPANY GUIDE** X0089

See complete entry under *Industrial Arts*.

9–A **BUSINESS CORRESPONDENCE THAT WORKS** C0130

This unit contains 6 tape cassettes, 1 response book, and 1 teacher's manual. Based on authentic situations these self-directing, self-correcting lessons emphasize written communications skills and orient students to the business world. Students analyze examples of business correspondence and apply these insights. Cassette tape titles are *Showing You Mean Business, Getting What You Asked For, Making Sure Of An Interview, Making Your Opinion Count, Getting Action Through Persuasion,* and *Following Through.*
Publisher: Coronet Instructional Media, 1976

BUSINESS

GRADE

10–A **SUPERMARKET MERCHANDISING** C0656

A part of the CO-OPERATIVE EDUCATION WORKBOOK SERIES, this unit contains a 90 page workbook and a teacher's manual. The workbook format enables students to relate their work experiences directly to the teacher and helps them to understand the contributions employees make to retain and advance on their jobs. Students record information concerning orientation, store facts, the various food departments, the front end, and store security. They interview employees, collect supermarket forms, and evaluate their work experiences. Guidelines for program development and implementation, suggestions for workbook utilization, and sample control and evaluative forms are included in the teacher's manual.
Publisher: Fairchild Publications, Inc., 1976

10–A **RETAIL MERCHANDISING** C0657

A part of the CO-OPERATIVE EDUCATION WORKBOOK SERIES, this unit contains an 85 page workbook and a teacher's manual. The workbook format encourages students to relate their work experiences directly to the teacher and helps them to understand the contributions employees make to retain and advance on their jobs. Students record information concerning store facts, orientation, image, competition, job duties, sales promotion, and merchandise area analysis. They interview employees, plan their career goals, and evaluate their work experiences. Guidelines for program development and implementation, suggestions for workbook utilization, and sample control and evaluative forms are included in the teacher's manual.
Publisher: Fairchild Publications, Inc., 1975

10–A **BUSINESS/OFFICE** C0658

A part of the CO-OPERATIVE EDUCATION WORKBOOK SERIES, this unit contains a 75 page workbook and a teacher's manual. The workbook format encourages students to relate their work experiences directly to the teacher and helps them to understand the contributions employees make to retain and advance on their jobs. Students record information concerning orientation, job duties, equipment use, organization, personnel, and forms. They interview employees, plan their career goals, and evaluate their work experiences. Guidelines for program development and implementation, suggestions for workbook utilization, and sample control and evaluative forms are included in the teacher's manual.
Publisher: Fairchild Publications, Inc., 1976

7–A **BUSINESS AND OFFICE CAREERS** C0659

This 199 page textbook-workbook provides beginning job training and supportive skills development. Job tryouts for telephone operator-receptionist, accounts payable clerk, accounts receivable clerk, stenographer, payroll clerk, and transcribing machine operator help students discover their interests and abilities. Supportive skills units offer instruction and practice in filing, 10-key adding machine and fluid duplicator machine operation. Other features include sample charts, forms, tables, and a section containing job-seeking information.
Publisher: Fairchild Publications, Inc., 1975

9–A **GENERAL BUSINESS FOR TODAY'S WORLD** C0673

This 634 page textbook and teacher's guide is designed to develop positive attitudes toward the world of work and an understanding of the social and economic system. The textbook deals with a broad range of topics that includes careers and occupations, economic systems, government and business organization, communication systems, investing, insurance, budgeting, taxes, and consumer protection. Special emphasis is given to checking account services and credit terms. Each chapter includes a vocabulary preview, activity ideas, and roleplay simulations.
Publisher: Allyn and Bacon, Inc., 1977

11–12 **CLERICAL OCCUPATIONAL CLUSTER GUIDE** X0289

See complete entry under *Business and Office.*

11–12 **STENO-SECRETARIAL OCCUPATIONAL CLUSTER GUIDE** X0290

See complete entry under *Business and Office.*

11–12 **MARKETING OCCUPATIONAL CLUSTER GUIDE** X0291

See complete entry under *Marketing.*

11–12 **ACCOUNTING OCCUPATIONS OCCUPATIONAL CLUSTER GUIDE** X0293

See complete entry under *Business and Office.*

BUSINESS

GRADE

8–12 **CAREERS IN THE WORLD OF COMPUTERS** C0306

See complete entry under *Business and Office.*

5–12 **MAKING CHANGE** T0102

See complete entry under *Mathematics.*

9–12 **A MIMEOGRAPHED NEWSPAPER** T0173

This 13 page unit is designed to introduce students to the use of the mimeograph and the mechanics of the stencil duplicating process. They learn to type stencils, draw on stencils, and to operate the mimeograph machine. Students will then be able to use these skills in production of their own school newspapers.
Developed by: LaDonna Bond

9–12 **PAYROLL SYSTEMS** T0205

See complete entry under *Mathematics.*

9–12 **THE BUSINESS LETTER** T0171

The purpose of this 14 page unit is to help the student learn the correct form, punctuation and other essentials of a good business letter. With the completion of the ten exercises, the student will have had the opportunity to write, send and hopefully receive an answer to a business letter. Format examples are included.
Developed by: Elby Adaman

10–14 **APPLYING FOR AN OFFICE POSITION** T0164

See complete entry under *Employability Skills.*

9–12 **INTEREST RATES AND YOU** T0201

See complete entry under *Mathematics.*

10–12 **FILING FEDERAL INCOME TAXES** T0204

See complete entry under *Mathematics.*

9–A **BUSINESS FILING** C0289

This unit contains 6 filmstrips, 3 records and 1 filmstrip guide; it presents the most commonly used business filing techniques and equipment, as well as the more specialized systems and equipment used for data processing and microfilming. The filmstrips present the basic principles of alphabetizing, coding, using guides, and methods of control. Titles are: *Data Processing and Microfilming, Types of Equipment, Charge and Transfer Methods, Other Filing Systems, Alphabetic Correspondence,* and *Alphabetizing Rules.*
Publisher: Coronet Instructional Media, 1970

9–12 **FILING OF BUSINESS RECORDS** T0174

This 14 page unit is designed to acquaint the student with fundamentals and rules of filing procedure. It is intended to enable them to go into most any office situation and perform this filing task. This unit is used as a supplemental unit to their textbook and makes reference in the student workbook section. The unit can be adapted to most office practice textbooks.
Developed by: Katherine Kunselman

10–12 **METHODS OF DUPLICATION** T0165

This five page unit was designed for use in a Typing II, Office Machines or Office Practices class. By acquainting the students with the various methods of duplication, the student becomes aware of the application of duplication both in his personal and business life. Students are exposed to different career opportunities related to duplicating in this study. This unit requires a typing textbook and various office machines and supportive office supplies.
Developed by: Sharon LaFoe

4–9 **COMPUTER SERIES I: AN INTRODUCTION TO COMPUTERS** C0180

See complete entry under *Mathematics.*

BUSINESS

9–A	**INTRODUCTION TO BUSINESS AND OFFICE CAREERS** See complete entry under *Business and Office*.	**C0096**
6–9	**EXPLORING DATA PROCESSING CAREERS** See complete entry under *Business and Office*.	**C0564**
7–9	**BO-CEC BUSINESS AND OFFICE CAREERS COURSE GUIDE** See complete entry under *Business and Office*.	**X0025**
6–9	**EXPLORING CLERICAL CAREERS** See complete entry under *Business and Office*.	**C0561**
6–9	**EXPLORING SECRETARIAL CAREERS** See complete entry under *Business and Office*.	**C0563**

FOREIGN LANGUAGE

GRADE

7–A **SUBJECT: FOREIGN LANGUAGES/OBJECT: CAREER OPPORTUNITIES** **C0607**

A part of the CAREER OPPORTUNITIES BOXES, this unit contains 100 job cards, 1 contents card, 1 DOT card, and 1 user's guide. Representing many educational and occupational levels, the alphabetized cards contain job descriptions and forecasts for 85 foreign language-oriented careers. The cards include the nature of work, relation to discipline, duties, working conditions, worker qualifications, earnings, outlook, related careers, and information sources. Fifteen cards describe foreign language as a supplementary skill in various fields. Activities are included.
Publisher: Time Share – A Houghton Mifflin Company, 1975

10–12 **FRENCH (MINI-COURSE)** **T0176**

This four page unit is designed for use by the third or fourth year French student. Through researching the lifestyles of various occupational groups in France, the student becomes aware of differences and similarities between the working world in the United States and that of France. Included are five student activities and a vocabulary sheet. Materials and resources used may not be available in your area. However, the unit could easily be adapted to your tests and library facilities.
Developed by: Annette Sabo

9–12 **SEEING FRENCH LITERATURE THROUGH RECORDINGS** **T0179**

This 20 page unit was designed for use by students in French II classes. By selecting, creating and recording a piece of French literature for the blind, students recognize the capabilities of blind people, understand their difficulties due to blindness, demonstrate a willingness to make a contribution to the community. Along with understanding their own feelings, the students also become aware of the variety of careers available to handicapped. This unit suggests the utilization of human and material resources.
Developed by: Joan Learned

7–12 **SPANISH – METHODS** **T0062**

This collection of 4 lesson plans provides an awareness of the careers in a different culture. Students investigate occupations in Spanish speaking countries. Activities include role-playing stiuations using career vocabulary, learning the different monetary systems, and learning the customs of each country.
Developed by: ED 596, Al Renzelman, coordinator

10–A **COGNATES AND THE BILINGUAL SECRETARY** **T0175**

This 3 page unit is designed to teach listening, speaking, reading, and writing skills necessary for meaningful communication in spoken and written Spanish. Students also learn about a career as a bilingual secretary.
Developed by: Dora M. Hawkins

9–10 **CAREER EDUCATION IN APPALACHIAN MARYLAND, SPANISH** **X0250**

The supplemental curriculum activities in this 47 page guide explore a wide range of career options related to foreign languages; help students plan for the future and develop their understanding, speaking, reading, and writing skills; and explore the world of work in the foreign culture. Units describe careers requiring college, technical, and less than high school training and provide practice for the basic survival skills in the Spanish language. Sources for job opportunities are listed.
Developed by: Career Education Demonstration Project for Appalachian Maryland, 1973

10–A **CONVERSATIONAL SPANISH FOR MEDICAL PERSONNEL** **C0364**

This 313 page teaching manual helps non-Spanish speaking personnel in health-related fields communicate effectively with their Spanish-speaking co-workers, their patients, and their patients' families. The concise explanation of grammar is illustrated by medical vocabulary exercises (medical history taking and problem discussing) to reinforce active communication. Colloquial and regional terminology as well as Spanish vocabulary are included to facilitate understanding. The expressions in this book are primarily those used in the Latin American countries located closest to the U.S.
Publisher: John Wiley & Sons, Inc., 1977

9–10 **CAREER EDUCATION IN APPALACHIAN MARYLAND, FRENCH** **X0241**

This 110 page guide contains learning units to show students the usefulness of a foreign language in a number of careers and to help them develop and practice a limited vocabulary which would be useful in these careers. Each unit deals with a specific career and contains a student instruction sheet, words for a set of flash cards, and learning activities. Evaluation criteria are included.
Developed by: Career Education Demonstraton Project for Appalachian Maryland, 1973

FOREIGN LANGUAGE

GRADE

7–A **CONSIGUIENDO TRABAJO (GETTING A JOB)** **C0624**

A part of THE WORLD OF WORK SERIES, this unit contains 9 Spanish language lesson tape cassettes, 1 student record book, and 1 instructor's guide. Recorded by speakers of Mexican, Puerto Rican, and Cuban Spanish, this tape cassette, workbook course utilizes dramatic episodes and discussions to teach the range of skills needed in job hunting, e.g., contacting interviewers, filling out application forms, making good impressions, and fielding difficult questions during interviews. This unit may be used for group or individual instruction and includes teaching aids.
Publisher: Educational Design, Inc., 1978

7–A **EN EL EMPLEO (ON THE JOB)** **C0623**

A part of THE WORLD OF WORK SERIES, this unit contains 14 Spanish language lesson tape cassettes, 1 student record book, and 1 instructor's guide. Recorded by speakers of Mexican, Puerto Rican, and Cuban Spanish, this tape cassette, workbook course utilizes dramatic episodes and discussions to teach the special behaviors and interpersonal skills needed to cope with the problems employees encounter on their new jobs. Usable for group or individual instruction and with students at all levels of reading skill (from 0 on up), the tapes are divided into 4 categories as follows: (1) new on the job, (2) dealing with supervisors, (3) rules of the game, and (4) moving up or out. Teaching aids are included.
Publisher: Educational Design, Inc., 1975

9–12 **CONSTRUCTION/CONSTRUCCION** **C0628**

This unit from the CAREERS FOR BILINGUALS series contains 2 filmstrips, 2 Spanish/English cassettes, 7 spirit masters, and 1 teaching guide. The program is designed to familiarize students with available career opportunities and to let them see the ways bilingualism can work for them. This series stresses the advantage of bilingualism both as a means of earning a livelihood and as an expression of cultural pride. The program introduces workers of a large construction project and workers in construction apprentice programs. As each worker is introduced the following information is given: job definition, requirements and training, advancement opportunities, growth potential of the industry, personal and financial rewards, and working conditions.
Publisher: Regents Publishing Company, Inc., 1976
Distributor: Prentice Hall Media

9–12 **BUSINESS AND FINANCE/EL COMERCIO Y LAS FINANZAS** **C0629**

This unit from the CAREERS FOR BILINGUALS series contains 2 filmstrips, 2 Spanish/English cassettes, 6 spirit masters, and 1 teaching guide. The program is designed to familiarize students with available career opportunities and to let them see the ways bilingualism can work for them. This series stresses the advantage of bilingualism both as a means of earning a livelihood and as an expression of cultural pride. The program introduces a variety of workers in a corporate insurance office, workers in a bank, and workers who do most of their work outside of an office setting. Each worker discusses the following information: job definition, requirements and training, advancement opportunities, growth potential of the industry, personal and financial rewards, and working conditions.
Publisher: Regents Publishing Company, Inc., 1976
Distributor: Prentice Hall Media

9–12 **HEALTH SERVICES/ASISTENCIA MEDICA** **C0630**

This unit from the CAREERS FOR BILINGUALS series contains 2 filmstrips, 2 Spanish/English cassettes, 6 spirit masters, and 1 teaching guide. The program is designed to familiarize students with available career opportunities and to let them see the ways bilingualism can work for them. This series stresses the advantage of bilingualism both as a means of earning a livelihood and as an expression of cultural pride. The program introduces a variety of health service employees who work both "outside" and "inside" a hospital. The program revolves around on-the-job interviews which present the following information: job definition, requirements and training, advancement opportunities, growth potential of the industry, personal and financial rewards, and working conditions.
Publisher: Regents Publishing Company, Inc., 1976
Distributor: Prentice Hall Media

6–A **CAREERS BY HOFFMAN** **C0633**

See complete entry under *Multi-Cluster*.

HOME ECONOMICS

GRADE

7–12 **HOME ECONOMICS – METHODS** **T0055**

This unit consists of four lesson plans. The activities described show the correlation of tasks learned in class to those used in "real" life. Housekeeping tasks are associated with careers in child care, food service, interior decorating, etc. Students learn to budget on a fixed income and they learn the relationship of a job well done in class and accuracy in work situations.
Developed by: ED 596, Al Renzelman, coordinator

9–12 **RAVIOLI** **T0183**

This 5 page unit introduces the culinary skill of making ravioli. Not only can this skill be used in a food preparation occupation, it is a skill that might also be used as a fund raising project. Recipes and directions are provided, along with a brief history of the food.
Developed by: Mary Severance.

6–9 **BOY'S FOOD** **T0298**

This 7 page unit helps students to develop the ability to read and follow basic directions in cooking and to become familiar with the multitude of careers available in food service. Six activities are provided in this unit which was developed for use in a boy's cooking class.
Developed by: Mary Cavender and Sally Dannenberg

6–8 **EVERYONE HAS TO BE "SOMEONE"** **T0156**

This 12 page unit contains a pre-test and post-test along with other student activities which include field trips and guest speakers. Students will develop an awareness of possible lifestyles in the community, and it is hoped that through this new awareness, they will become contributing members of their communities.
Developed by: Irene Hayes

7–10 **APARTMENT DECORATING AND FURNISHING** **T0040**

A two page activity idea designed for two classes (art and clothing) working jointly. It is designed to help students apply design and clothing principles to home furnishings. Decorating techniques will be applied to the home situation. A visitation to a vacant apartment is suggested. The unit also stresses the relationship between design concepts and practical applications.
Developed by: Jean Black and Diane May

7–A **EXPLORING CHILDHOOD** **C0026**

This unit contains 3 modules, reference materials and teacher's guide. It is a program in which the study of child development is combined with work dealing with young children on a regular basis. It gives students the opportunity to develop competency with children and a framework for understanding the forces that shape human development. The titles of the 3 modules are: *Working With Children*, *Seeing Development*, and *Family and Society*. Self evaluation materials are part of the curriculum. The units have been designed to help students identify ways in which they would like to gain competence and to give them guidelines for evaluating the results of a situation and measuring their own progress.
Publisher: Education Development Center.

6–9 **CAREERS IN HOME ECONOMICS** **T0299**

The goal of this 13 page unit is to show that the vocation of homemaking can be expanded to other areas. Students conduct research, listen to guest speakers, and use media to become aware of many home economic careers. Students learn of the different occupations available to both high school and college graduates. The unit has many activities which may require additional material and resources.
Developed by: Laura Chaney and Debra Wint

9–12 **FUN IN FASHION** **T0182**

This 9 page unit offers brief descriptions of the areas open in the fashion world. The unit is intended to be used in advanced clothing classes. Ten activities help increase student knowledge in textiles, comparison shopping, retailing, credit, display, modeling, garment industry, consumer buying, and communication in customer service. Substitutions are required for local community resources that are listed.
Developed by: Marilyn French

HOME ECONOMICS

GRADE

6–A **THE YOUNG HOMEMAKER'S COOKBOOK** **C0137**

This 63 page cookbook is a practical meal planner that takes the beginner step-by-step through a series of recipes from basic breakfasts to dinners and desserts. This cookbook does not presuppose any knowledge and explains every detail very specifically. Recipes can be made in a few easy steps with inexpensive ingredients. Designed for students with special needs, the reading level is Grade 2.9 (Spache).
Publisher: Fearon Publishers

6–12 **GETTING READY TO COOK** **C0131**

This booklet gives basic information about equipping a kitchen, reading recipes, measuring ingredients, using a stove, kitchen health and safety, setting a table and serving meals, and keeping the kitchen clean. Designed for students with special needs, the reading level is Grade 2.8 (Spache).
Publisher: Fearon Publishers

7–12 **HOME ECONOMICS** **C0316**

This unit includes 6 filmstrips, 6 cassettes and 1 teacher's guide. The six-part program covers topics from child care to old age retirement, from economics and consumerism to nutrition and single living. Each program has individual student activities, group classroom activities, class objectives and an overall introduction of each separate program.
Publisher: Educational Dimensions Group, 1976

9–A **PLANNING FOR YOUR OWN APARTMENT** **C0134**

This 91 page booklet describes how to find a suitable apartment, problems to look out for, leases and rental agreements, furnished and unfurnished apartments, budgeting income, essential furniture and appliances, cash vs. credit buying, decorating etc. It has a strong consumer slant. Designed for students with special needs, the reading level is Grade 3.0 (Spache), but the information it contains is applicable to many levels.
Publisher: Fearon Publishers

6–A **PLANNING MEALS AND SHOPPING** **C0135**

This 58 page booklet teaches students, in simple steps, how to plan meals, budget food money, prepare shopping lists, compare food prices, compare food stores, shop wisely, and store food. Prepared for students with special needs, the reading level is Grade 2.5 (Spache).
Publisher: Fearon Publishers

5–9 **PLANS FOR LIVING: YOUR GUIDE TO HEALTH AND SAFETY** **C0136**

This 58 page booklet is a student guide for developing physical and emotional well-being. It stresses both the responsibilities and privileges of growing up. It considers nutrition, personal cleanliness, exercise and rest, disease, accident prevention, and a healthy emotional outlook. Designed for students with special needs, the reading level is Grade 2.6 (Spache).
Publisher: Fearon Publishers

9–A **SYSTEMATIC TRAINING FOR EFFECTIVE PARENTING** **C0340**

This unit contains 5 cassettes, 10 charts, 9 posters, 6 discussion guide cards, 21 brochures, 1 parent's handbook, and 1 leader's manual/tapescripts. This 9-session study group program encourages the development of parenting skills which foster mutual respect, cooperation, responsibility, and self-reliance. Small groups of participants learn to be kind but firm, to show confidence in children's abilities, and to allow them to make and to be accountable for their decisions. The leader's manual contains step-by-step instructions for conducting the sessions.
Publisher: American Guidance Service, Inc., 1976

9–A **SURVIVAL HANDBOOK FOR PRESCHOOL MOTHERS** **C0456**

This 140 page handbook translates the new research on child rearing into easily understood language. Readers are given a positive approach to parenting to help the infant develop into a well-adjusted child ready for school. Creative methods for developing a sense of self-esteem, disciplining, handling tantrums, dealing with sibling rivalry, and providing educational play are included.
Publisher: Follett Publishing Company, 1977

9–A **JOBS FOR YOU: IT'S HAPPENING IN HOME ECONOMICS** **C0485**

See complete entry under *Consumer and Homemaking.*

HOME ECONOMICS

GRADE

7–12 **FOOD SERVICES** **C0417**

See complete entry under *Personal Services.*

7–10 **EXPLORING CAREERS IN CHILD CARE** **C0091**

The software set includes 1 activity manual, 1 text, and 1 teacher's guide. The unit is designed to help students explore careers while learning to communicate and work with children. The students will learn about careers in: the health care services of the hospital, the protective services of the adoption and welfare agencies, and the educational services of the nursery, the kindergarten, the elementary school and handicapped programs. In studying these 3 environments, students will gain insights into the interrelationships among people, families, enterprises, and institutions in meeting human needs. Also, the students will gain the knowledge that they will need as parents and consumers of the services in child care enterprises.
Publisher: McKnight

6–A **SEWING SKILLS SERIES** **C0447**

This program consists of 12 super & silent film loops and a teacher's guide. This series is designed to teach and reinforce the basic understanding needed to develop good sewing skills and techniques. Each of the film loops show a separate sewing skill. Film loop titles are: *Under-Stitching, Making a Plain Seam, Filling the Bobbin, Inserting the Filled Bobbin, Setting the Stitch Regulator, How to Make a Dart, Directional Stay-Stitching, Using Dressmaker Carbons, How to Make Gathers, Blind-Hemming, Removing Unwanted Stitches,* and *Threading the Upper Part of the Machine.*
Publisher: BFA

7–12 **YOUR FUTURE IN RESTAURANTS AND FOOD SERVICE** **C0348**

See complete entry under *Personal Services.*

7–12 **YOUR FUTURE IN INTERIOR DESIGN** **C0345**

See complete entry under *Fine Arts and Humanities.*

7–8 **WHAT'S ON THE MENU** **T0041**

See complete entry under *Mathematics.*

6–9 **CHILD CARE** **T0300**

See complete entry under *Consumer and Homemaking.*

6–12 **COLOR IN MY COMUNITY** **T0293**

See complete entry under *Art.*

9–10 **CAREER EDUCATION IN APPALACHIAN MARYLAND, CHILD DEVELOPMENT** **X0240**

The units in this 25 page guide help students increase their knowledge, practice their skills, and develop their awareness of the job opportunities related to infant and child development. The units include learning outcomes and career education activities for topics concerning preparation for parenthood; physical and motor, intellectual, emotional, and social development; health and safety; clothing, basic, and housing needs; and guidance and discipline.
Developed by: Career Education Demonstration Project for Appalachian Maryland, 1973

8–A **CARING FOR CHILDREN** **C0677**

This unit contains 1 textbook (560 pages), 1 student guide, and 1 teacher's guide. The text helps each student acquire the necessary knowledge, skills, and confidence to work successfully with children. Providing a wholesome environment, guiding behavior, motivating children, and working in a day care center are discussed. Activity ideas and sample development units which can be used in actual child care situations are also included. The student guide contains objective questions and special projects which will help students relate to real situations and solve actual problems. Teaching aids are included.
Publisher: Chas. A. Bennett Co., Inc., 1975, 1976

HOME ECONOMICS

GRADE

9–12 **CROSSROADS, FASHION AND TEXTILES** **C0266**

This unit includes 3 filmstrips, 3 cassettes, 1 36 page spirit master book, and 1 teaching guide. The program is designed to help students assess themselves, their interests, and their aptitudes as they begin the process of career selection. The program stresses the skills that are directly related to sewing, fashion design and textiles, and the occupations that can be obtained from these skills. Students learn that the skills taught in home economics are life skills which are relevant to all walks of life.
Publisher: Prenctice-Hall, Inc., 1975

9–12 **CROSSROADS, PERSONAL MANAGEMENT AND GROOMING** **C0269**

This unit includes 3 filmstrips, 3 cassettes, 1 32 page spirit master book, and 1 teaching guide. This program is designed to help students assess themselves, their interests, and their aptitudes as they begin the process of career selection. Personal skills are clearly related to careers for which they can be relevant. The program stresses that sound personal management is a good basis on which to build any career. Students learn that the skills taught in home economics are life skills which are relevant to all walks of life.
Publisher: Prentice-Hall Inc., 1975

8–A **FOOD SERVICE CAREERS** **C0678**

This unit contains 1 textbook (336 pages), 1 student guide, and 1 teacher's guide. The text provides an overview of the food service industry, discusses food service operations and processes, and describes the duties and training requirements for entry-level jobs in sales and service, sanitation, and food production. This program, designed for in-school youth and out-of-school youth and adults, gives students opportunities to practice food service skills through both on-the-job and class laboratory experiences. The student guide contains objective questions and extra credit activities. Teaching suggestions and resource materials lists are included.
Publisher: Chas. A. Bennett Co., Inc., 1974, 1976

8–A **OPPORTUNITIES IN CLOTHING** **C0679**

This 350 page textbook prepares students for employment in the clothing field with an emphasis on the clothing world of fashion, merchandising, and industrial sewing. Career information is provided for jobs in selling, stocking, alterations, repair, home dressmaking, and garment manufacturing. Complete studies help students acquire information and skills in the areas of fabrics, design, industrial sewing, basic clothing construction skills, fitting and alteration, retailing, and merchandising know-how. Job-seeking and job-keeping information is included.
Publisher: Chas. A. Bennett Co., Inc., 1972

9–A **CONSUMER'S WORLD–IT'S YOUR DECISION** **C0297**

See complete entry under *Consumer Education*.

9–A **HOUSING: PLANNING TO MEET YOUR SHELTER NEEDS** **C0003**

See complete entry under *Consumer Education*.

9–A **LET'S GO SHOPPING** **C0024**

See complete entry under *Consumer Education*.

9–12 **SELECTING AND BUYING YOUR HOME** **T0170**

See complete entry under *Consumer Education*.

INDUSTRIAL ARTS

GRADE

11–12 **COMMUNITY DESIGN – DRAFTING** T0241

Students enrolled in third year drafting participate in this 9 page unit. Students who have a special interest in the careers of architecture, engineering, construction and/or environmental design learn the relevancy of high school drafting and gain insight into the contributions and responsibilities of the architect to client and community. Ten activities are provided.
Developed by: Joel C. Davis

7–A **REPAIR TRADES** C0423

See complete entry under *Manufacturing*.

8–12 **ACTION COMPANY GUIDE** X0089

This 92 page guide gives students real experience with the private enterprise system and helps them gain a positive self-image. ACTION (Applied Career Training in Occupational Needs) is the involvement of young people, business advisors, and industrial arts teachers. This semester-long or year-long program offers students the opportunity to incorporate their business, produce and sell a product or service, and concludes with the step-by-step process of liquidation. Sample by-laws and financial forms are included in this guide.
Publisher: Community Resources Corporation, 1972

7–A **SUBJECT: INDUSTRIAL ARTS/OBJECT: CAREER OPPORTUNITIES** C0606

A part of the CAREER OPPORTUNITIES BOXES, this unit contains 119 job cards, 1 contents card, 1 DOT card, and 1 user's guide. Representing many educational and occupational levels, the alphabetized cards contain job descriptions and forecasts for 119 industrial arts-oriented careers. Each card presents the following: nature of work, relation to discipline, duties, working conditions, educational and personal qualifications, earnings and advancement, outlook, related careers, and information sources. Activities are included.
Publisher: Time Share – A Houghton Mifflin Company, 1977

9–A **UNDERSTANDING THE AUTOMOBILE** C0680

Written for reading levels 7-9, this unit contains an 85 page book and an answer key. This book presents a widely used, graphic approach to teaching students the 9 systems of the automobile. Precise, carefully-labeled drawings reveal the intricacies of the thousands of working parts in an auto. Each section concludes with exercises to check the students' comprehension of the text material.
Publisher: Follett Publishing Company, 1969

9–A **GRAPHIC ARTS: PLANNING AND PREPARATION OF COPY** C0631

This series contains 5 filmstrips, 5 cassettes, 10 duplicating masters, 1 *Printing Primer* brochure, and 1 teaching guide. The program is designed to serve as an overview of the basic techniques utilized in copy planning and preparation and to help students understand the requirements that lead to satisfying employment. The teaching guide includes suggestions for projects, a glossary of common terms, duplicating master ideas, and discussion questions. The filmstrip titles are *Conceptualization and Copy Development, An Introduction to Typography, Layouts and Mechanicals, Material and Photography,* and *Illustration and Art.*
Publisher: World Color Press, Prentice Hall Media, 1978

10–A **MODERN CARPENTRY** C0588

This 480 page text, 122 page workbook, and instructor's guide/answer key provide easy-to-understand information on building materials and construction methods. The text presents detailed coverage of all aspects of light frame construction. Clear drawings and photos illustrating typical house construction details, the use of newly developed materials, and information on the operation of hand and power tools are provided. The workbook is designed to reinforce understanding of correct operational procedures. Teaching aids are included in the instructor's guide.
Publisher: The Goodheart-Wilcox Co., Inc., 1976

10–A **CONSTRUCTION** C0589

This unit contains a 384 page text, an 87 page laboratory manual, and an instructor's guide/answer key. Students obtain career information for over 120 jobs and explore the many skills, materials, methods, and processes of the construction industry. Covering the entire range of the industry, the text includes the technology of construction management, personnel, materials and products, and processes and production. Residential construction, commercial roads, dams, and utilities are discussed. The laboratory manual includes many activities that make use of readily available shop materials. The instructor's guide/answer key is correlated with both the text and the laboratory manual.
Publisher: The Goodheart-Willcox Company, Inc., 1976

INDUSTRIAL ARTS

GRADE

10–12 **WOODWORKING AND METAL CASTING** T0239

This 5 page unit acquaints students with the processes involved in patternmaking then casting a metal product. The woodshop is used for the patternmaking and the metalshop is used for the casting. Students will choose a product, then go through all the processes in order to make a finished product.
Developed by: Dan Genova and Bill Shirley

10–12 **THE ROLE OF A BUILDING CONTRACTOR** T0237

The purpose of this 5 page unit is to give the student an opportunity to be a small scale building contractor. This unit is intended for the student who has had one year of woodworking and has a fundamental knowledge of mechanical drawing. The student finds the job, estimates the cost by bid, makes plans using math and drafting skills, builds the project and delivers work to the customer, and obtains the customer's written appraisal for the teacher. Personal qualities in dealing with customers are also discussed.
Developed by: Patrick Smith

9–12 **WOOD PRODUCTS** T0238

The purpose of this two page unit is to develop an awareness of wood and wood products in relation to industrial education as vocation and avocation. Students are required to research both the source of various lumber within the state and that lumber which is imported. Research also is done to acquire information on various occupations related to the lumber industry.
Developed by: J. Bassetti, A. Schwarze, and H. Trevithick

9–12 **CAREERS IN DRAFTING** C0317

See complete entry under *Multi-Cluster*.

7–12 **CAREERS IN THE BUILDING TRADES, SET I** C0319

See complete entry under *Construction*.

7–12 **CAREERS IN THE BUILDING TRADES, SET II** C0320

See complete entry under *Construction*.

7–12 **MEET THE BUILDERS** C0301

See complete entry under *Construction*.

7–12 **ELECTRONICS** C0415

See complete entry under *Communications and Media*.

7–12 **REPAIR AND MAINTENANCE** C0414

See complete entry under *Manufacturing*.

7–12 **BUSINESS EQUIPMENT REPAIR** C0413

See complete entry under *Manufacturing*.

10–12 **SUGGESTED CURRICULUM GUIDE FOR JOINT EFFORT TRAINING** T0242

This 12 page guide provides examples which may be used in developing a flexible curriculum guide for the Joint Effort Training instructor-coordinators. It can incorporate the concepts of education for a more practical and realistic view of the world of work which the student trainee will be entering. The guide helps in four major areas: class organization, source of information, inservice information for new instructors, and creating a consistency between programs.
Developed by: Robert Hamm, Alex Laigo, Robert Lucero, Percy Walker

INDUSTRIAL ARTS

GRADE		
10–A	**AUTO MECHANICS FUNDAMENTALS**	**C0591**

Including up-to-date automotive developments, this 480 page text and instructor's guide/answer key are designed to provide the student with a thorough understanding of the design, construction, and operation of automotive units. Each unit begins with the basic parts and adds related parts until the student has studied and "mentally" assembled the entire unit. The basic principles of auto mechanics, safety precautions, and safe working practices are included where they apply. Illustrations, definitions of unfamiliar words, chapter summaries, and review questions facilitate understanding. A section on tool selection, a chapter on career opportunities, and a dictionary of terms complete the text.
Publisher: The Goodheart-Willcox Co., Inc., 1978

10–A	**MANUFACTURING**	**C0590**

See complete entry under *Manufacturing*.

11–12	**METALS OCCUPATIONAL CLUSTER GUIDE**	**X0292**

See complete entry under *Construction*.

11–12	**BUILDING CONSTRUCTION OCCUPATIONAL CLUSTER GUIDE**	**X0285**

See complete entry under *Construction*.

11–12	**INDUSTRIAL MECHANICS OCCUPATIONAL CLUSTER GUIDE**	**X0287**

See complete entry under *Transportation*.

11–12	**FOREST PRODUCTS OCCUPATIONAL CLUSTER GUIDE**	**X0003**

See complete entry under *Manufacturing*.

11–12	**ELECTRICITY-ELECTRONICS OCCUPATIONAL CLUSTER GUIDE**	**X0004**

See complete entry under *Manufacturing*.

INTERDISCIPLINARY

GRADE

2 **CAREER AWARENESS, GRADE 2** **X0070**

Part of an ongoing program, this 205 page curriculum guide contains 6 guidance activities, 1 introduction to career awareness unit, and 24 occupational units. Community field trips, community in-class speakers, career awareness, and self-awareness are emphasized. School work is related to the work world by using the USOE occupational clusters to select the occupational units' jobs and then correlating the selected jobs with the grade level's subject areas. This program involves group and individual counseling and covers the attributes needed for success.
Developed by: The Independent School District of Boise City, 1973

3 **CAREER AWARENESS, GRADE 3** **X0063**

Part of an ongoing program, this 239 page curriculum guide contains 6 guidance activities, 1 general introductory unit, and 29 occupational units. Community field trips, community in-class speakers, career awareness, and self-awareness are emphasized. School work is related to the work world by using the USOE occupational clusters to select the occupational units' jobs and then correlating the selected jobs with the grade level's subject areas. This program involves group and individual counseling and covers the attributes needed for success.
Developed by: The Independent School District of Boise City, 1973

4 **CAREER AWARENESS, GRADE 4** **X0064**

Part of an ongoing program, this 231 page curriculum guide contains 6 guidance activities, 1 introduction to career awareness unit, and 29 occupational units. Community field trips, community in-class speakers, career awareness, and self-awareness are emphasized. School work is related to the work world by using the USOE occupational clusters to select the occupational units' jobs and then correlating the selected jobs with the grade level's subject areas. This program involves group and individual counseling and covers the attributes needed for success.
Developed by: The Independent School District of Boise City, 1973

5 **CAREER AWARENESS, GRADE 5** **X0069**

Part of an ongoing program, this 241 page curriculum guide contains 8 guidance activities, 1 introduction to career awareness unit, and 26 occupational units. Community field trips, community in-class speakers, career awareness, and self-awareness are emphasized. School work is related to the work world by using the USOE occupational clusters to select the occupational units' jobs and then correlating the selected jobs with the grade level's subject areas. This program involves group and individual counseling and covers the attributes needed for success.
Developed by: The Independent School District of Boise City, 1973

6 **CAREER AWARENESS, GRADE 6** **X0065**

Part of an ongoing program, this 279 page curriculum guide contains 7 guidance activities, 1 introduction to career awareness unit, and 28 occupational units. Community field trips, community in-class speakers, career awareness, and self-awareness are emphasized. School work is related to the work world by using the USOE occupational clusters to select the occupational units' jobs and then correlating the selected jobs with the grade level's subject areas. This program involves group and individual counseling and covers the attributes needed for success.
Developed by: The Independent School District of Boise City, 1973

K–A **CAREER EDUCATION RESOURCE GUIDE** **C0560**

Varying in medium, teaching mode, and learning objective, the teacher-designed activities in this 252 page guide are self-contained curriculum elements which may be initiated and carried out by each individual teacher. The format includes the concepts, performance objective, materials, lesson capsule, and observations for each activity. Divided into 3 sections (kindergarten/elementary, middle/junior high, and high school/adult), this career information includes an overview, an evaluation, and the activities for each section. The "Concept Chart" relates the lessons' concepts to the classroom subject areas.
Publisher: General Learning Corporation, 1972

K–6 **CAREER EDUCATION – AN IDEA BOOK** **X0090**

This 268 page color-coded book helps teachers integrate career education activities into their daily programs to help their students develop awareness of themselves, the world of work, and the purpose of career planning. Each activity is categorized and states the designated grade level(s), the purpose, the needed materials, and the step-by-step procedure for completion. The index ties each activity into the appropriate subject areas of the existing curriculum. A listing of audiovisuals by subject area, bulletin board ideas, and a bibliography containing addresses of career-related materials are included.
Publisher: Portland Public Schools, 1972

INTERDISCIPLINARY

GRADE

7–12 **CAREER DEVELOPMENT ACTIVITIES** **C0104**

This program consists of textbook and teacher's guide. The unit emphasizes the fact that it is *not* necessary or desirable to organize new career courses. During normal instructional duties, the teacher is aided in relating content to what people do for a living and how they live. The lawyer, nurse, truck driver, chemist, and plumber become subject matter for mathematics, history, English, geography, art and physics lessons.
Publisher – Howard W. Sams Co., 1973 (Larry J. Kenneke, author)

7–12 **INTERDISCIPLINARY – METHODS** **T0061**

Each of the 10 lesson plans in this collection has been designed to create career awareness of those occupations that use such skills as welding, drafting, & carpentry. Such areas as farm management and agriculture are also studied. One unit discusses job safety, another describes a program that teaches the different aspects of car maintenance from both the consumer standpoint and that of exploring careers available in the area.
Developed by: ED 596, Al Renzelman, coordinator

6–8 **BRAND X** **T0125**

This 13 page unit was developed to give students a working knowledge of the metric system, to allow students to work together in planning and designing advertising for a fictional product, to allow students to realize the benefit of unit pricing to the consumer, and to allow students to attain an awareness of the packaging problems. Several of the activities require the use of commercial materials.
Developed by: Judy Hastall

10–12 **LANGUAGE AND LIVING** **T0191**

This 6 page unit helps students develop a self image in relation to occupational goals. Students choose an occupation and research it in the library, in the community, and by talks with other teachers, then they share their information with the class. Sample career choices are provided to be used by students as guidelines for choices.
Developed by: Dorothy Robeda, Joanne Ballard, Lennie Kakalecik

6–10 **OCCUPATIONAL INTERVIEWS** **T0015**

This 100 page guide intends to help the student initiate research that will answer questions about various career choices. It provides survey questions and suggestions for use in interview situations. Also included are transcripts of previously held interviews in various career areas.
Developed by: Phil Gore

8–12 **AWARE FAIR – STUDENT STUDY GUIDE** **T0111**

This 3 page guide was developed for students who attended the fall, 1975 Career Fair held at Northeastern Junior College in Sterling. In this unit the student lists his expectations, then jots notes on his experiences as he tours the fair. This model is adaptable to similar excursions elsewhere.
Developed by: Northeast BOCES Counselors

K–6 **CAREER AWARENESS – SUGGESTIONS FOR TEACHERS** **X0011**

This 101 page booklet gives an overview of career education potentials and aids teachers in developing materials to implement career education in the classroom. Career education concepts, curriculum development and teacher strategies, and career awareness are discussed. One sample unit for each grade focuses on various clusters and subject areas.
Developed by: Curriculum Development Center, Univ. of Kentucky

10–A **CAREER PREPARATION – SUGGESTIONS FOR TEACHERS** **X0012**

This 43 page booklet gives an overview of career education potentials and aids teachers in developing materials to implement career education in the classroom. Career education, strategies for curriculum development, the preparation phase, teacher strategies for integrating subject matter area and career education, and guidelines for writing career education units are discussed. Two sample units are included.
Developed by: Curriculum Development Center, Univ. of Kentucky

1–3 **INCREASING THE CAREER AWARENESS OF PRIMARY SCHOOL CHILDREN** **X0047**

This 97 page curriculum guide increases students' career awareness by placing the spotlight on occupations associated with all of the curriculum subject areas. Semi-skilled, skilled, professional, and service occupations receive an equal emphasis. Community field trips, in-class speakers, and other career-related activities are suggested. The program emphasizes the relationships between skills learned at school and occupational skill requirements. A section on testing and sources for information are included.
Developed by: Pleasant Hill School District #1.

INTERDISCIPLINARY

GRADE

7–A **CAREERS OF A COMPLEX WORKING SOCIETY** **T0012**

This is a 14 page unit designed to help the students understand the various occupations needed to form a simple society in relation to the occupations in the complex society of today. This unit makes reference to local resources which may be substituted for something comparable in other locations. Learning activities along with pre- and post tests are included.
Developed by: Joy Brandt and John Misener

6–8 **THE VALUING APPROACH TO CAREER EDUCATION, SERIES 6–8** **C0211**

This series of 3 facilitator's guides, 79 spirit masters, pre-course test, post-course test, 35 attribute cards, 8 interview cards and 2 games is divided into 3 units, to be used in grades 6-7-8. This series is an extension of the K–2 and 3–5 series of the same title. It has been designed to help students gain knowledge of themselves and to use this knowledge by relating their values, skills, interests and characteristics to various occupational roles. The valuing process was viewed as the dynamic nature of assigning merit and worth and was seen as the most effective approach to take in teaching career education. Valuing skills have been meshed with 10 career concepts and with specific thinking skills such as problem solving, classifying, interpreting, etc.
Developed by: Florida State Department of Education and available through Educational Achievement Corporation

K–2 **THE VALUING APPROACH TO CAREER EDUCATION, SERIES K–2** **C0212**

This demonstration kit contains 3 cassettes, 3 filmstrips, 11 booklets, 2 facilitator's guides, 56 spirit masters, 10 posters, 1 puppet, 2 games, and 1 *Becoming File*. This series illustrated the *ongoing* and *becoming* aspects of career choice – a career is a way of life rather than a job or series of jobs. A person's occupation usually affects one's entire lifestyle – the area in which an individual lives, daily routines, community status, and recreational activities. Self-worth often corresponds to feelings concerning the significance, status, financial power, and security of an individual's occupation.
Developed by: Florida State Department of Education, available through Educational Achievement Corp.

3–5 **THE VALUING APPROACH TO CAREER EDUCATION, SERIES 3–5** **C0213**

This demonstration kit contains 2 filmstrips, 7 cassettes, 9 read-along books, 35 Animal Worker reading sheets, 10 posters, 1 facilitator's guide, 1 booklet of 23 spirit masters, the *About Me* file, 5 pre-course tests and 6 post-course tests, and 3 games. This kit is a continuation of the K–2 series of the same title. It has been designed to help students begin to distinguish differences between meanings of responsibility, achievement, cooperation, and decision-making. During the formative years, children acquire attitudes and values that will affect their work roles and productivity throughout their lives. The series attempts to provide some occupationally related experiences so that career development becomes an integral part of a child's development.
Developed by: Florida State Department of Education and available through Educational Achievement Corp.

K–12 **A K–12 APPROACH TO CAREER PLANNING** **T0104**

This 17 page guide lists for each grade level the goals and objectives that are related to the career education elements. After the listing of goals, several activities are suggested that will develop the eight concepts. The objectives for the elementary levels are mainly centered around the concepts of self awareness, the importance of all workers, as well as career awareness. At the secondary level, activities are listed by subject area, such as language arts, math, business, etc.
Developed by: Charles McLean

K–4 **CAREER DEVELOPMENT LEARNING UNITS – ELEMENTARY SCHOOL** **X0048**

In this 75 page comprehensive curriculum guide, 23 units use the career clusters as a data base for correlating meaningful activities with the classroom subject areas. These units serve as examples for the development of career education units, relate classroom experiences to work situations, and increase students' awareness of the variety of career opportunities available. This curriculum design works best in activity-centered open classrooms.
Developed by: Milford School District, Milford, Delaware, 1972

7–9 **CAREER DEVELOPMENT LEARNING UNITS – MIDDLE SCHOOL** **X0049**

In this 63 page curriculum guide, 8 comprehensive curriculum units use the career clusters as a data base for correlating meaningful activities with classroom subject areas materials. These units serve as examples for the development of career education units and relate classroom experiences to work situations. Students become aware of career opportunities, begin tentative career planning, and develop a balance between self-concepts and career aspirations.
Developed by: Milford School District, Milford, Delaware, 1972

INTERDISCIPLINARY

GRADE

K–3 **HAWAII CAREER DEVELOPMENT CONTINUUM CURRICULUM GUIDE, K–3** **X0099**

This 352 page curriculum guide contains a set of systematically sequenced and logically coordinated career development experiences which can be integrated into the existing curriculum. This K–12 series involves life styles and values and provides a broad approach to the economic, social, and psychological development of each individual. Grouped and color-coded according to 4 major goals, these learning experiences are primarily related to awareness and implement the career development objectives for grades K–3. Sources for materials are included. See X0098 under *Reference* for the conceptual framework components of this guide.
Publisher: Hawaii Department of Education, 1974

4–6 **HAWAII CAREER DEVELOPMENT CONTINUUM CURRICULUM GUIDE, 4–6** **X0100**

This 284 page curriculum guide contains a set of systematically sequenced and logically coordinated career development experiences which can be integrated into the existing curriculum. This K–12 series involves life styles and values and provides a broad approach to the economic, social, and psychological development of each individual. Grouped and color-coded according to 4 major goals, these learning experiences are primarily related to awareness and implement the career development objectives for grades 4–6. See X0098 under *Reference* for the conceptual framework components of this guide.
Publisher: Hawaii Department of Education, 1974

7–9 **HAWAII CAREER DEVELOPMENT CONTINUUM CURRICULUM GUIDE, 7–9** **X0101**

This 265 page curriculum guide contains a set of systematically sequenced and logically coordinated career development experiences which can be integrated into the existing curriculum. This K–12 series involves life styles and values and provides a broad approach to the economic, social, and psychological development of each individual. Grouped and color-coded according to 4 major goals, these learing experiences are primarily related to exploration and implement the career development objectives for grades 7–9. See X0098 under *Reference* for the conceptual framework components of this guide.
Publisher: Hawaii Department of Education, 1974

10–12 **HAWAII CAREER DEVELOPMENT CONTINUUM CURRICULUM GUIDE, 10–12** **X0102**

This 241 page curriculum guide contains a set of systematically sequenced and logically coordinated career development experiences which can be integrated into the existing curriculum. This K–12 series involves life styles and values and provides a broad approach to the economic, social, and psychological development of each individual. Grouped and color-coded according to 4 major goals, these learning experiences are primarily related to preparation and implement the career development objectives for grades 10–12. See X0098 under *Reference* for the conceptual framework components of this guide.
Publisher: Hawaii Department of Education, 1974

K–12 **CAREER EDUCATION ACTIVITY GUIDE** **X0120**

This 152 page K-12 curriculum guide contains specific objectives with infused career education concepts appropriate for each grade level. Many units focus on the occupational clusters. Each unit includes written activities which may be adapted to an individual teacher's needs. Guidelines for field trips, shadows, and mini-field trips are included.
Developed by: Project GIVE, Cumberland Center, Maine, 1976

K–6 **CAREER AND ATTITUDE DEVELOPMENT GRADE KIT K–6** **X0051**

This 233 page curriculum guide helps teachers implement a developmental program of occupational attitudes into the existing elementary curriculum. Concepts, activities, materials, and references have been organized into a cohesive program to help students know themselves as a part of the preparation for decision making and to increase their knowledge of various occupations. Careers associated with areas of the curriculum are emphasized during each month of the year for all 6 grades. Evaluation techniques are included for each grade level.
Developed by: Instructional Services, Wyoming State Department of Education

1–6 **ELEMENTARY RESOURCE GUIDE** **X0026**

This 215 page career education curriculum guide illustrates methods for expanding elementary textbook activities to include career development concepts. A special section demonstrates techniques for using current elementary level textbooks to develop career concepts in a particular occupational area (business and office occupations). Examples illustrate the ways career development concepts can be correlated with subject matter (language arts, math, science, and social studies) concepts. The appendices contain the scope and sequence of career development concepts and selected resource lists.
Publisher: National Business Education Association

INTERDISCIPLINARY

GRADE

1–3 **THE PEOPLE WHO BRING US FOOD** T0261

This 16 page unit exposes students to careers in their community, develops an awareness of how careers are related to one another. The first section of the unit introduces students to a broad scope of careers in existence. The second section focuses in on a specific area of related careers – the people who bring us food. A materials and resource list is provided.
Developed by: Judy Chandler

1 **GETTING STARTED – A HIGHWAY TO WORK AND PLAY, LEVEL 1** C0257

This teacher's guide contains reduced-size reproductions of the student issues with explanations of the purpose of each activity, the instructional procedure, curriculum subject areas, and suggested related activities. The program is designed to help students begin to recognize their own self-characteristics (social, mental, emotional, and physical) in work and play and to enable them to form a self-image with this information.
Publisher: McKnight, 1973

2 **MOVING ON – A HIGHWAY TO WORK AND PLAY, LEVEL 2** C0258

This teacher's guide contains reduced-size reproductions of all student issues, the purpose of each student activity, the instructional procedure, curriculum subject areas, and suggested activities. The unit is designed to enhance new discoveries of self through social interaction with others in a social environment. The following themes are developed in the program: people learn about themselves from personal experience; people interact socially when working and playing; people plan, organize, and control work and play; and people use information when working and playing.
Publisher: McKnight, 1973

3 **TRAVELING TOGETHER – A HIGHWAY TO WORK AND PLAY, LEVEL 3** C0259

This teacher's guide contains reduced size reproductions of all student issues, the purpose of each activity, the instructional procedure, curriculum subject area, and suggested activities. The unit is designed to make children aware that a person has responsibilities to self and others. The values related to responsibility, dependency and cooperation are examined. Children learn that they are able to plan, organize, and control their personal behavior, and that one way to control one's own behavior is by compromising in cooperative activity.
Publisher: McKnight, 1973

4 **CHANGING SIGNALS – A HIGHWAY TO WORK AND PLAY, LEVEL 4** C0260

This teacher's guide contains reduced size reproductions of all student issues, the purpose for each activity, the instructional procedure, curriculum subject area, and suggested activities. The unit is designed to assist children in recognizing that they remain the same and also change; that the way people work and play is changed by new knowledge and information, by new environments, and by changes in technology. Students can then analyze how their interests, values, needs, abilities, and attitudes have changed as a result of physical growth and environmental change.
Publisher: McKnight, 1973

5 **MAKING DECISIONS – A HIGHWAY TO WORK AND PLAY, LEVEL 5** C0261

This teacher's guide contains reduced size reproductions of all student issues, the purpose for each activity, the instructional procedure, curriculum subject areas, and suggested activities. The unit is designed to help children synthesize their knowledge of self and community environment and identify ways that the family, community, work and leisure can help meet individual needs. Synthesis of this information helps individuals in making those decisions that are relevant to actualization of self in the world of work.
Publisher: McKnight, 1973

6 **TURNING POINTS – A HIGHWAY TO WORK AND PLAY, LEVEL 6** C0262

This teacher's guide contains reduced-size reproductions of all student issues, the purpose for each activity, the instructional procedure, curriculum subject areas, and suggested activities. The unit emphasizes the point that the choice of a career involves more than a choice of how to earn a living. Using the premise that the purpose of all work is to meet human needs, students will examine the human processes of managing, developing, producing or providing, and selling. Human needs are met through these processes, and all enterprises utilize these processes.
Publisher: McKnight, 1973

9–10 **CAREER EDUCATION IN APPALACHIAN MARYLAND, GUIDANCE II** X0244

See complete entry under *Employability Skills.*

INTERDISCIPLINARY

GRADE

K–12 **CAREER EDUCATION "THE IDALIA WAY"** **T0115**

This 39 page unit was developed during an inservice class for East Yuma Schools. Career education is defined, and activities are suggested that will implement specific objectives. Activities include the investigation of careers that are involved with the bird population, on the elementary level, and activities dealing with personal money management and family money management on the secondary level.
Developed by: Idalia School, East Yuma RJ-2

6–9 **THE WORLD OF WORK** **T0297**

This 11 page guide uses an interdisciplinary approach to bring out the concept that career choice affects one's total lifestyle. Students are able to explore interests, abilities, and talents in respect to career opportunity. Students research jobs available in the community, contact a person in one occupation, then, using all the information gathered, create a fictional character and describe her/his lifestyle.
Developed by: T. Zanarripa, J. Cacciatore, D. Diaz, S. Garcia

K–6 **WHAT DO YOU DO BESIDES GRADUATE? ELEMENTARY CURRICULUM** **T0076**

This is a 145 page compilation of activity ideas and lesson plans that implement career education concepts into the classroom with an interdisciplinary approach. Each activity is prefaced by the classes that it is designed for, such as math/language arts, and the goals and objectives stated for the activity are coordinated with the overall objectives of the total program. Although each of the six divisions of the program have designated limits, such as 4th grade social studies and 5th grade science, the activities can be easily adapted to other grade levels.
Developed by: Weld County School District Re-1

7–9 **WHAT DO YOU DO BESIDES GRADUATE? MIDDLE SCHOOL CURRICULUM** **T0077**

This is a 219 page compilation of activity ideas and lesson plans that implements career education concepts into the classroom with an interdisciplinary approach. Each activity is prefaced by the classes that it is designed for, such as math/language arts, and the goals and objectives stated for the activity are coordinated with the overall objectives of the total program. Although each of the six divisions of the program have designated limits, the activities can be easily adapted to other grade levels.
Developed by: Weld County School District Re-1

10–12 **WHAT DO YOU DO BESIDES GRADUATE? HIGH SCHOOL CURRICULUM** **T0078**

This is a 70 page compilation of activity ideas and lesson plans that implement career education concepts into the classroom with an interdisciplinary approach. Each activity is prefaced by the classes that is is designed for, such as math/language arts, and the goals and objectives stated for the activity are coordinated with the overall objectives of the total program. Although each of the six divisions of the program have designated limits, the activities can be easily adapted to other grade levels.
Developed by: Weld County School District Re-1

K–3 **WORKING FOR FUN** **T0103**

This 32 page curriculum guide contains the plans for 15 activities that were designed to implement the career education elements into the program. These activities simulate career related activities and include such things as string design, weaving, cake decorating, no-bake cookies, nature collages, and general store. Included is a chart of the eight career education elements which lists objectives for each grade level.
Developed by: Holyoke Primary Teachers, Al Renzelman, coordinator

1–3 **MAKING BREAD** **T0263**

This 13 page unit introduces children to the complete process of making bread, from the planting of the wheat seed to the actual baking. The unit also acquaints children with some occupations associated with the total process. Language, math and social studies skills are incorporated into this unit.
Developed by: Janelle Martucci

K–6 **ELEMENTARY CAREER EDUCATION CURRICULUM GUIDE** **X0104**

This elementary curriculum guide suggests and outlines strategies for attitude development, career awareness, and self-awareness to help teachers implement a comprehensive, integrated K-6 career education program. Organized according to occupational clusters, a table form provides quick reference to the curriculum materials covering subcluster occupations, objectives, subject matter correlation, and other pertinent information for each grade level. The appendices contain supplementary information including sources for obtaining curricular materials.
Developed by: Sidney Public Schools, Sidney, Nebraska, 1975

INTERDISCIPLINARY

GRADE

K–3 **CAREER EDUCATION METHODS AND PROCESSES (AND MODULES)** **X0037**

This series contains a 128 page methods and processes guide and 5 systematically organized teaching modules. The guide provides strategies for implementing module activities and a perspective of career education. Module learning activities focus on life roles, settings, and events; life career planning; and self-knowledge and interpersonal skills to infuse career education concepts into the existing curriculum. Module titles are *What Do You Like? What Do You Do?, You At Work: Who . . . Where . . . When . . ., You Can Decide, You + Others = ???*, and *You: Who . . . Where . . . When . . .*.
Developed by: Instructional Materials Laboratory, Univ. of Missouri - Columbia, 1974

4–6 **CAREER EDUCATION METHODS AND PROCESSES (AND MODULES)** **X0038**

This series contains a 128 page methods and processes guide and 5 systematically organized teaching modules. The guide provides strategies for implementing module activities and a perspective of career education. Module learning activities focus on life roles, settings, and events; life career planning and placement knowledge and skills; and self-knowledge and interpersonal skills to infuse career education concepts into the existing curriculum. Module titles are *You And New Things To Do, You And Your Choices, You At Work: Who . . . Where . . . When . . ., You + ??? = Friendship*, and *You: Who . . . Where . . . When . . .*
Developed by: Instructional Materials Laboratory, Univ. of Missouri - Columbia, 1974

10–12 **CAREER EDUCATION METHODS AND PROCESSES (AND MODULES)** **X0039**

This series contains a 239 page methods and processes guide and 5 systematically organized teaching modules. The guide provides strategies for implementing module activities and a perspective of career education. Module learning activities focus on life career planning knowledge and skills; life roles, settings and events; and self-knowledge and interpersonal skills to infuse career education concepts into the existing curriculum. Module titles are *What Interests You?, You And Your Plans, You At Work: Who . . . Where . . . When . . ., You + Transactional Strategies = ???*, and *You: Who . . . Where . . . When . . .*.
Developed by: Instructional Materials Laboratory, Univ. of Missouri - Columbia, 1976

1–6 **EDUCATION: WHO NEEDS IT? SET 1** **C0614**

This unit contains 4 filmstrips, 4 cassettes, 1 duplicating master activity book, and 1 teacher's guide. Using real-life and cartoon characters, the filmstrips help students relate school subjects to their daily lives and the livelihoods of the people around them, point out the necessity for reading skills in wide-ranging careers, focus on strenuous careers where performance requires excellent physical condition, and deal with realm of exploration in the world of living things. The activities correlate with the filmstrips, provide motivating language arts experiences, and suggest a means for students to independently explore their career interests. The filmstrip titles are *Education: Who Needs It?, Reading: Who Needs It?, Health & Physical Education: Who Needs It?*, and *Science: Who Needs It?* Teaching aids are included.
Publisher: Career Futures, Inc., 1975

LANGUAGE ARTS

GRADE

7–12 **SHOPTALK** C0675

This language arts curriculum program includes 6 131 page student books and 1 teacher's guide. This curriculum is designed to develop language skills, vocabulary and phonics and to promote conceptual, operational and cognitive skills. The material is designed around the needs and interests of the vocational-technical student in the English class. The program presupposes no technical knowledge of trades or occupations on the part of the English teacher. The student books provide instruction for 6 specific trade areas: agriculture, automobile, carpentry, electricity, electronics, and metal and machines. The fictional narrative is written on a fifth-sixth grade reading level according to the Dale-Chall scale.
Publisher: Allyn and Bacon, Inc., 1978

7–A **SCOPE VISUALS 27: READING CONTRACTS AND FORMS** C0687

For secondary students who are reading at grade levels 4-6, this booklet contains 8 spirit masters and 8 matching transparencies. The spirit masters and transparencies are designed to help teach each lesson and to give students practice in reading and understanding contracts and forms. In these 8 lessons students read and analyze a monthly charge account statement, a phone bill, a record club agreement, a retail installment contract, an income tax withholding form, a union membership card, and several postal forms. Each teaching guide lesson provides a nucleus around which the language arts skills of writing, listening, speaking, and vocabulary enrichment can also be developed. The bound-in teaching guide contains teaching aids.
Publisher: Scholastic Book Services, 1977

7–A **SCOPE VISUALS 13: GETTING APPLICATIONS RIGHT** C0688

This booklet contains 8 spirit masters and 8 matching transparencies designed for use with secondary students who are reading at grade levels 4-6 and who will soon be faced with job hunting, car buying, and spending and saving money. The spirit masters and transparencies are designed to help teach each lesson and to motivate students to actively participate in classroom learning experiences. The materials deal with sample applications (job, driver's license, auto loan, and credit) and forms. These low-cost, effective visuals allow for a change of pace in both remedial skills and in continuous skills programs. The bound-in teaching guide contains specific suggestions for reinforcement and follow-up activities.
Publisher: Scholastic Book Services, 1974

7–A **SCOPE VISUALS 16: CAREER CROSSWORDS** C0689

This booklet contains 16 spirit masters and 16 matching transparencies designed for use with secondary students who are reading at grade levels 4-6 and who may soon be faced with job hunting and career planning. The spirit masters and transparencies are designed to teach basic reading and English skills. The materials cover part-time and full-time jobs; office, health, science, and technology jobs; and career fields in general. Crosswords on job benefits and jobs of the future are included. These low-cost, effective visuals allow for a change of pace in both remedial skills and in continuous skills programs. The bound-in teaching guide contains specific suggestions for reinforcement and follow-up activities.
Publisher: Scholastic Book Services, 1973

4 **CAREERS: A SUPPLEMENTAL READING PROGRAM, LEVEL A** C0723

This unit contains 1 filmstrip, 1 cassette, 64 story folders, 64 activity cards, 30 management folders, 1 poster, and 1 teacher's manual. This program is designed to integrate career study with the existing reading discipline and to help students see that learning, work, and personal satisfaction are related. Each of the story folders contains career information (32 different careers) and a self-administered, self-correcting student interest/aptitude inventory. Used individually or for small groups, the activities reinforce reading and language arts skills. *Jobs People Do* presents a complete overview of the program. The actual 4th grade reading level enables the prescription of developmental or remedial reading on an individualized basis. Teaching aids are included.
Publisher: Harcourt Brace Jovanovich, Inc., 1975

5 **CAREERS: A SUPPLEMENTAL READING PROGRAM, LEVEL B** C0724

This unit contains 1 filmstrip, 1 cassette, 64 story folders, 64 activity cards, 30 management folders, 1 poster, and 1 teacher's manual. This program is designed to integrate career study with the existing reading discipline and to help students see that learning, work, and personal satisfaction are related. Each of the story folders contains career information (32 different careers) and a self-administered, self-correcting student interest/aptitude inventory. Used individually or for small groups, the activities reinforce reading and language arts skills. *Jobs People Do* presents a complete overview of the program. The actual 5th grade reading level of this material enables the prescription of developmental or remedial reading on an individualized basis. Teaching aids are included.
Publisher: Harcourt Brace Jovanovich, Inc., 1975

LANGUAGE ARTS

GRADE

5–9 **THE NEWSPAPER – PART OF LIVING** T0039

This 2 page unit is designed to expose students to the basic organization and content of a daily newspaper, to show how a daily paper supports the 4 life roles and to demonstrate the practical kinds of information in the paper to help in everyday living. Through use in the classroom of the local newspaper, students make notebooks and class displays, share information and gain self awareness.
Developed by: Karen Senier

6–9 **THE NEWSPAPER** T0120

This 5 page unit contains seven activities and includes a post test. The purpose of this unit is to introduce students to occupations associated with newspaper production and to further develop creative writing abilities through producing a school or classroom newspaper.
Developed by: Constance Selakovich

6–9 **NEWSPAPER** T0119

This 6 page unit is designed to help students recognize the many types of information that can by found in the daily newspaper. Students also become acquainted with careers which are associated with newspaper work, such as reporting, photography, publishing, etc. Many activities are provided within this unit.
Developed by: Delores Sinnuzzi

6–9 **EXPLORING NEWSWRITING** T0121

This 10 page unit consists of 12 student activities and a post test. By studying the basic news story structure, methods of gathering information, and analyzing the content of typical published news stories, students will be helped to distinguish fact from opinion. As a result of actually writing a news story, the student develops an appreciation of new gathering techniques and newswriting processes.
Developed by: R. DeSimone, N. Cullins, F. Strother

9–12 **DRAMA** T0189

The purpose of this 7 page unit is to provide each student an insight into play production and the diverse occupations that can be connected with it. Areas such as make-up, costume design, set design, and lighting are introduced and examined. Students should be enrolled in a drama class to benefit the most from this unit.
Developed by: Gary Holder

1 **PUEBLO REGIONAL LIBRARY** T0262

This 6 page unit is designed to aid the primary student in becoming more aware of the wide range of facilities, services and activities offered by Pueblo Regional Library.
Developed by: S. Dale, D. Martinez, R. Parks, J. Thomas, P. Toler, and B. Standifer

3–5 **NEWSPAPERMEN** T0280

This is a 13 page unit emphasizing language arts and social studies skills. Through exploration of the contribution of the various people involved in the newspaper industries, students construct a newspaper around activities in their school and home community. It is anticipated that through cooperative participation with other students and members of the community, the child will realize his role as a citizen. This careerpac suggests the use of supportive materials and resources.
Developed by: K. Harvey, S. Caricato, V. May

6–9 **LIFE STYLE OF LANGUAGE FUNCTIONS** T0117

This 13 page unit emphasizes career awareness and self-awareness by having the student discover that their parents, grandparents, and relatives have talents and skills that have developed the local area and culture. Students can utilize this information to choose a life style of their own and contribute to a better community. Six student activities are provided with a course outline.
Developed by: M. Vigil, L. Mena, R. Aldred, W. Chambers

7–A **THE TURNER-LIVINGSTON READING SERIES** C0462

Written for reading levels 3–5, this series contains 6 text-workbooks and 1 teacher's guide. These materials are designed to help slow learners overcome educational deficiencies and upgrade civic, educational, personal, and vocational competencies. The program emphasizes the basic skills of reading, writing, and speaking. Text-workbook titles are *The Family You Belong To, The Friends You Make, The Person You Are, The Jobs You Get, The Town You Live In,* and *The Money You Spend.*
Publisher: Follett Publishing Company, 1974

LANGUAGE ARTS

GRADE

2–6 **REAL PEOPLE AT WORK – SERIES K** C0197

This series consists of 10 books, each containing an interview with an actual person at home and at work. The concept of the relationship of work, home and socio-civic life is introduced, along with the typical tools, skills, equipment and functions of a particular occupation. The electric power industry is used in this series along with series I & J to show the interrelationship of all occupational clusters in a large industry. Titles are: *Electrician, Helicopter Pilot, Architect, Lumber Worker, Physical Therapists, Marine Engineer, Truck Mechanic, Watch Engineer, Power Plant Worker,* and *Insulation Knitter.*
Publisher: Changing Times, 1975

9–12 **SELF APPRAISAL FOR DECISION MAKING AND CAREER PLANNING** C0229

This 74 page notebook contains text, teacher's guide, duplicable student materials, and evaluation guides. The unit emphasizes the fact that realistic job selection should be based upon maximum self knowledge in order to insure personal fulfillment and job satisfaction. Unit titles are: *"Personal Interests and Achievements," "Personal and Societal Values," "Understanding Success," "Prerequisites for Careers: Interests, Abilities, Achievements," "Exploring the Decision-Making Process," "Values, Needs and Life Style," "Occupational Costs, Rewards, and Characteristics,"* and *"Job Applications and Interviews."*
Developed by: Ohio State University, Center for Vocational Education, 1974

2–6 **REAL PEOPLE AT WORK – SERIES J** C0196

This series consists of 10 books, each containing an interview with a real person at work and at home. The typical tools, equipment, skills, and functions of various occupations are introduced. Students are also shown how the choice of a career affects a person's whole life-style. Titles are: *Contract Cleaner, Market Researcher, Home Economist, Natural Science Chemist, Water Analyst, Ship's Engineer, Power Transformer Assembler, Ecologist, Nuclear Plant Designer,* and *Protective Clothing Maker.*
Publisher: Changing Times, 1975

2–6 **REAL PEOPLE AT WORK – SERIES I** C0195

This series consists of 10 books of 36 pages, each containing an interview with an actual person at work. Students are introduced to the typical tools, equipment, skills, and functions of various occupations. With series J & K, the electric power industry is used to illustrate how careers in all clusters might interrelate in a large industry. Titles are: *Building Maintenance Worker, Computer Operator, Television Broadcaster, Coal Miner, Industrial Nurse, Towboat Pilot, Ceramic Worker, Corporate Lawyer, Power Line Worker, Boot Maker.*
Publisher: Changing Times, 1975

2–5 **REAL PEOPLE AT WORK – SERIES G** C0194

This series consists of 10 books of 36 pgs., each one portraying an actual person at work. Each person's co-workers are also introduced to show the interrelationship of occupations. The reading level is high 3rd grade, but the interest level is much broader. Titles are: *Pest Controller, Office Worker, Industrial Film Maker, Meteorologist, Dentist, Fish Biologist, Machinist, Judge, Nuclear Reactor Operator,* and *Dry Cleaner.*
Publisher: Changing Times, 1974

2–4 **JUST RIGHT JOB STORIES** C0294

This preview kit contains one cassette, teacher's guide, and student response sheet. In this unit, *Marvin Mouse and the Mechanic,* Marvin lives in the trunk of a car. George the mechanic meets him when he investigates the squeak in the car. During the discussion that follows, students learn about a mechanic's training, skills, and tools.
Publisher: Coronet, 1973

9–12 **CITY GOVERNMENT** T0221

This 7 page unit uses research and interviewing skills to enable students to gain knowledge about occupations in various departments of city government. Students will have the opportunity to develop reading, spelling, and grammar skills in addition to seeing how necessary they are to any vocation.
Developed by: Fred W. Jacobs

2–5 **USE OF THE TELEPHONE** T0282

This 8 page unit acquaints students with the correct procedure and the courteous use of the telephone. Students will develop an awareness of possible occupations associated with telephones and their function. Many suggested materials are available through the local telephone office.
Developed by: N. Sample, E. Eurich, H. Coleman, D. Morna, J. Frost, G. Frost

LANGUAGE ARTS

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9–A **THE TURNER CAREER GUIDANCE SERIES, REVISED** **C0458**

Designed for slow learners at reading levels 4-5, this career planning series contains 5 workbooks and 1 teacher's guide. Information on the world-of-work forms and procedures and the education and training requirements for many occupational fields are presented. Workbook titles are *Training for a Job, Starting a Job, Looking for a Job, Holding a Job,* and *Changing a Job.* The teacher's guide lists activities and ideas for discussion.
Publisher: Follett Publishing Company, 1974

7–A **PEOPLE WORKING TODAY** **C0663**

Designed for special-needs students and written at the 2.0 reading level (Spache), this series contains 10 books and 10 teacher's manuals. Each book presents a fact-filled story of a teenager's experience on an entry-level job. Students learn the job duties, working conditions, educational requirements, and the future potential for the various jobs. Book titles are *Kerry Drives A Van, Johnny At The Circuits, Julie At The Pumps, Tony The Night Custodian, Alex On The Grill, Bob The Super Clerk, Janet The Hospital Helper, Jester The Bellhop, Larry The Logger,* and *Laura Cares For Pets.* Teaching aids are included.
Publisher: Janus Book Publishers, 1975, 1976, 1977

7–A **USING THE WANT ADS** **C0666**

Geared for special-needs students and written at a second grade reading level (Spache), this unit contains a 64 page guide and a teacher's manual. The guide provides instruction and practice to help students master the topical arrangement and special language of classified ads. In-depth instruction and practice in reading and finding ads in the help wanted, automotive, apartments for rent, and home furnishings categories are provided. Students then learn to place and write their own ads. Comprehension checks and reinforcement follow immediately after the development of major concepts. Teaching aids are included.
Publisher: Janus Book Publishers, 1977

7–A **REAL LIFE READING SKILLS** **C0686**

This series includes 16 overhead transparencies with 16 matching ditto masters, a 128 page student book, and a teaching guide. The program has been developed to help overcome deficits in basic literacy and to help students, workers, parents, and citizens function effectively in the communities in which they live. The program is divided into 6 functional skills areas: reading signs and labels, following directions, filling out forms and applications, using reference material, reading newspapers and magazines, and developing consumer skills. The overheads and ditto masters help determine which skills each student should develop to cope with everyday reading situations. Criterion-referenced achievement tests are available at the end of each section which check comprehension, application, and vocabulary.
Publisher: Scholastic Magazines, Inc., 1977

1–3 **OCCUPATION WORD HUNT I** **C0712**

This series contains 10 spirit masters and 1 teaching guide. The series is designed to provide career awareness and visual perceptual practice skill. Each spirit master contains career titles that are hidden within a letter grid. The careers are listed at the bottom of the master for easy reference. The student studies the letters and then encircles the hidden words. Set I is a 10 by 8 letter grid containing careers appropriate for a primary student or a less perceptually adept student.
Publisher: Developmental Learning Materials, 1975

3–6 **OCCUPATION WORD HUNT II** **C0713**

This series contains 10 spirit masters and ! teaching guide. The series is designed to provide career awareness and visual perceptual practice skills. Each spirit master contains career titles that are hidden within a letter grid. The careers are listed at the bottom of the master for easy reference. The student studies the letters and then encircles the hidden career words. Set II is an 18 by 17 letter grid containing words associated with more complex jobs categories for the more advanced elementary student.
Publisher: Developmental Learning Materials, 1975

7–A **JOB APPLICATION LANGUAGE** **C0669**

This unit contains a 48 page text-workbook and a teacher's guide. Written at less than a second grade reading level, this workbook is designed to help poor readers deal with the simpler job application forms. Words and phrases are presented in sets of 5. Students see and use each word or phrase no less than 9 times as they complete a series of short exercises and puzzles that focus on word perception and pronunciation. Contemporary cartoons aid in the recognition and comprehension of the vocabulary as well as add to the visual appeal of the workbook. After some initial directions, most students will be able to use the workbook independently. Teaching suggestions are included.
Publisher: Janus Book Publishers, 1978

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9–A **THANK YOU. PLEASE CALL AGAIN.** **C0495**

This unit contains 1 filmstrip, 1 cassette, 1 spirit master book, 1 wall poster, and 1 teacher's guide/filmstrip script. The program teaches students the fundamentals of effective telephone communication, the uses of telephone equipment and services, efficient techniques for using the 6-button telephone, and the procedures for telephone use in business/office situations. The filmstrip *Who's Calling, Please?* dramatizes the use of the telephone in 4 business situations. Various techniques and activities involve students in telephone communications.
Publisher: American Telephone & Telegraph Company, 1975

7–A **TEEN TALK – TEACHER AIDS** **C0496**

This unit contains 3 filmstrips, 1 record, 1 personal directory, and 1 teacher aids binder/filmstrip scripts. The program provides telephone and other verbal communication techniques and helps students understand themselves and others. Filmstrip titles and subjects are *Impact of Communication,* the evolution of communication; *Concepts of Communication,* telephone communication; and *Simulations,* 10 role-playing situations. Parts of the program may be used in remediation and second language situations.
Publisher: American Telephone and Telegraph Company, 1970

9–A **BASIC WRITING SKILLS FOR EVERYDAY LIFE** **C0604**

This multimedia unit contains 4 filmstrips, 4 cassettes, 16 duplicating masters, 1 resource manual, and 1 teacher's guide/filmstrip scripts. Concepts, techniques, and guidelines are presented to help students communicate clearly and effectively. Basic writing principles are outlined in business and consumer correspondence, and the preparation of a TV news script is analyzed. This unit may be used in regular or remedial English classes. A reference for grammar principles, activities, and discussion questions is included.
Publisher: Newsweek, Inc., 1977

7–9 **BO-CEC ENGLISH RESOURCE GUIDE** **X0022**

This 343 page career education curriculum guide supplements the usual English classroom instruction by exploring specific occupations in a variety of settings and emphasizing the importance of English in everyday work life. Using their knowledge of grammar, writing mechanics, and oral language skills, students perform job simulation activities of specific business and office occupations. Literature objectives are discussed in job-related stories. Other features include teaching aids and self-awareness activities.
Publisher: National Business Education Association, 1974

6–8 **CAREER EDUCATION ENGLISH** **X0044**

This 80 page curriculum guide contains techniques for infusing career exploration into the daily subject matter, increases the student's awareness of the occupations leading from the subject and emphasizes the contribution of English to successful careers. Intended to enhance English skills and expose students to the basic concepts needed for success in an occupational cluster, English knowledge is applied in the areas of communications and transportation.
Publisher: State Dept. of Vocational and Technical Education, Stillwater, Okla.

3–4 **CREATIVE WRITING: ACTIVITY IDEAS FOR CHARACTER AND PLOT DEVELOPMENT** **X0055**

Activities in this 19 page idea book deal with character and plot development. Students create and describe imaginary characters, use empathy and imagination, and analyze character. Other activities include opportunities to complete a story, to organize a story and present it orally, and to write a story from a different point of view.
Publisher: Northern Colorado Educational Board of Cooperative Services, 1974

3–4 **CREATIVE WRITING: ACTIVITY IDEAS FOR OBSERVATION AND DESCRIPTION** **X0056**

This 19 page idea booklet presents suggestions for activities dealing with one facet of creative writing. Students utilize all of their senses to make observations and become aware of the details necessary to make effective and accurate descriptions. Information sources are included.
Publisher: Northern Colorado Educational Board of Cooperative Services, 1974

7–9 **CREATIVE WRITING: ACTIVITY IDEAS FOR GRADES 7, 8, AND 9** **X0057**

This 46 page idea workbook helps students gain creative writing skills. The different aspects discussed include description, character, plot, dialogue, mood, point of view, and humor.
Publisher: Northern Colorado Educational Board of Cooperative Services, 1974

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2–5 **REAL PEOPLE AT WORK – SERIES F** **C0193**

This series consists of 10 books of 36 pages, each portraying an actual person at work. By also focusing on co-workers at times, the books show the interrelationship of various occupations. The reading level is average 3rd grade, but the interest level is much broader. Titles are: *Estimator, Assistant Bank Manager, Public Relations Writer, Hardrock Miner, Professional Basketball Player, Tugboat Pilot, Welder, Safety Engineer, Chemical Technicians,* and *Shoe Repairer.*
Publisher: Changing Times, 1974

2–5 **REAL PEOPLE AT WORK – SERIES E** **C0192**

This series contains 10 books of 36 pages, each portraying an actual person at work. Other co-workers are also portrayed to show the interrelationship of various occupations. Each interview tries to show the effect of choice of occupation on a person's entire life-style. The reading level is low 3rd grade, but the material has a much wider application. Titles are: *Plumber, General Store Owner, Special Education Teacher, Paper Makers, Medical Technologist, Lock Master, Auto Body Repairman, FDA Investigator, Quality Control Engineer,* and *Furrier.*
Publisher: Changing Times, 1974

1–4 **REAL PEOPLE AT WORK – SERIES C** **C0191**

This series contains 10 booklets of 36 pages; each one portrays an actual person at work. Various co-workers are also portrayed to show the interrelationship of the different occupations. Each interview attempts to show the effect of the choice of career on a person's entire life-style. The reading level is above-average 2nd grade, but the material has a much wider application. Titles are: *Furniture Maker, Truck Driver, Actress, Oil Drillers, Beautician, Shipfitter, Sheetmetal Worker, Forester, Metallurgical Technician,* and *Dressmaker.*
Publisher: Changing Times, 1974

1–4 **REAL PEOPLE AT WORK – SERIES A** **C0189**

This series contains 10 books of 36 pages portraying a person at work; 5 or 6 co-workers in various supporting jobs are also portrayed to show relationships of various occupations. The reading level is a low 2nd grade, but the information contained is definitely not that limited. Titles are: *Carpenter, Foreman Trainee, Children's Librarian, Florist, Pharmacist, Fisherman, Mechanic-Attendant, Fire Fighters, Telephone Repairman,* and *Hand Weaver.*
Publisher: Changing Times, 1974

1–4 **REAL PEOPLE AT WORK – SERIES B** **C0190**

This unit contains 10 books of 36 pages; each one contains an interview with an actual person at work. Several co-workers are also portrayed to show the interdependence of various occupations. The reading level is average 2nd grade, but the subject material is definitely not that limited. Titles are: *Executive Housekeeper, Supermarket Cashier, Graphic Artist, Citrus Grower, Chef, Seaman, Metal Molder, Police Team, Manufacturing Optician,* and *Leather Worker.*
Publisher: Changing Times, 1974

9–12 **THE SCHOOL NEWSPAPER: ACTIVITY IDEAS** **X0052**

Each of the 11 sections in this 126 page book deals with a topic essential to the publication of a school newspaper. Students will enjoy the activities while they learn the skills they need. This book is designed to supplement and enhance the existing curriculum; and teachers are encouraged to extend, modify, or create new activities from the suggestions provided.
Publisher: Northern Colorado Educational Board of Cooperative Services, 1973

1–3 **LISTENING SKILLS: ACTIVITY IDEAS FOR GRADES 1, 2 AND 3** **X0053**

This 35 page idea booklet presents activity ideas designed to improve students' listening skills. Students learn to listen with a purpose, to identify and discriminate between sounds, and to listen for the main idea and specific information.
Publisher: Northern Colorado Educational Board of Cooperative Services, 1974

1–4 **LEARNING WITH PUPPETS: ACTIVITY IDEAS FOR GRADES 1–4** **X0054**

This 25 page idea booklet contains activities for making 4 basic types of puppets and focuses on the uses of puppets as an effective learning device. The activities are designed to motivate students to express themselves, to facilitate growth in the listening and speaking phases of language development, and to encourage communication and cooperation among class members.
Publisher: Northern Colorado Educational Board of Cooperative Services, 1974

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9–12 **WHAT GOES THROUGH THE PRINTING PRESS** T0192

This 8 page unit on printed language aids the student to gain insight into the many and varied uses of printed words. As the student explores his home and community, he becomes aware of the necessity of accuracy and clarity in language usage. By use of group projects, students learn to organize and develop their ideas while working with others toward a common goal. The unit develops the student's skills in reading, writing, speaking and listening.
Developed by: Betty Hudson

9–12 **PUBLIC SPEAKING** T0197

This 13 page unit provides students with an awareness of the value and necessity of effective public speaking and general communications skills as they apply to the occupational life role. Two areas are covered. First, the unit provides an exploration of possible occupations in speech related careers. Second, it provides students with an awareness of what to expect from job interviews and how communications skills benefit at the time of actual application for employment. Nine suggested activities are provided along with a summary of applicant's qualifications.
Developed by: Mary Pierz

8–12 **CAREERS IN COMMUNICATIONS** C0309

See complete entry under *Communications and Media.*

8–12 **WRITING CAREERS IN ADVERTISING** C0299

See complete entry under *Communications and Media.*

9–A **EMPLOYMENT LETTERS – CAREER COMMUNICATION SERIES** C0102

See complete entry under *Employability Skills.*

9–12 **FILING OF BUSINESS RECORDS** T0174

See complete entry under *Business.*

9–12 **THE BUSINESS LETTER** T0171

See complete entry under *Business.*

7–9 **CAREER ACTIVITIES IN LANGUAGE ARTS** X0068

This 143 page career exploration curriculum guide uses all 15 USOE occupational clusters plus an additional category, Industrial Arts, to show the practical relationships between language arts and the clusters' occupations for grades 7, 8, and 9. Career-related activities may be used as either entire class activities, small group assignments, or for individual study to enrich the regular school curriculum and are "plugged in" at the appropriate times to coincide with the subject's concepts.
Developed by: The Independent School District of Boise City, 1975

9–10 **CAREER EDUCATION IN APPALACHIAN MARYLAND, FUNCTIONAL READING** X0242

This 84 page guide contains supplemental curriculum activities to help students develop and practice reading, writing, speaking, and listening skills. These materials prepare individuals to attain a reading level to meet the demands of functioning in society. Students read company training manuals, policy statements, and work schedules; other job-related information; want ads; union contracts, etc.; and then complete written and verbal follow-up activities. Students also read and fill in numerous school, consumer, and job-related forms.
Developed by: Career Education Demonstration Project for Appalachian Maryland, 1973

10–12 **ALPHABETIC FILING** T0107

This 13 page module for students gives explanations on how to do alphabetic filing of personal names. Four suggested work activities are included as well as a self-test and answer key.
Developed by: Sherrilyn Smith

7–9 **WRITING A BUSINESS LETTER** T0073

A one page unit containing 9 activities related to the writing of business letters that a student may need to use in life. Activities suggested include classroom role playing and relevance of material.
Developed by: Jean Christensen

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6–9 **COMMUNICATION AND YOU** C0226

This 98 page unit contains text, teacher's guide, duplicable student materials, and evaluation guides. This program helps students recognize and understand their own attitudes and the attitudes and feelings of others, with special emphasis on how those feelings are communicated and dealt with. Students must become familiar with these concepts before selecting a future career. Through this awareness, students realize that although attitudes are modified by communication with others, they remain consistent with personal values and goals. Communication skills are practiced in role-playing situations and adjustment skills are developed when interpersonal differences must be resolved.
Developed by: Ohio State University, Center for Vocational Education, 1974

4 **WINDOWS, DOORWAYS AND BRIDGES** C0336
5 **PASSPORTS, EXCURSIONS AND DISCOVERIES** C0337
6 **VOICES, ENDEAVORS AND TRIUMPHS** C0338

Each of the above reading programs consists of student text, studybook, and 3 teacher's editions (one for each section in the student's text). The *Reading Unlimited* program combines quality fiction with poetry, biographies, and articles on topics of relevance in today's world (pollution, consumerism, urban life, space travel, and different cultures). The focus is on how to get meaning from print, but attention is also given to listening, speaking, writing and doing. The photographs and illustrations used bring immediacy and realism to texts. In factual selections, special care has been taken to make sure that illustrations are accurate, current, and consistent with text material. For the teacher's convenience, pupil text and *Studybook* pages are reproduced in the teacher's edition. In all there are nine teacher's editions for the three different levels.
Publisher: Scott, Foresman & Co., 1976

7–12 **FORMS IN YOUR FUTURE** C0449

This program consists of 12 cassettes, 1 student workbook, and 1 teacher's guide. This series is designed to: provide practical knowledge of a basic language skill needed for survival in society, help students understand and complete the principal kinds of written forms they will encounter, and acquaint students with vocabulary and procedures of the real life context of each form. Some of the forms included are: social security, job application, union membership, Navy application, checks, driver's license, car loan, credit card, marriage license, tax forms, and life insurance, etc.
Publisher: Learning Trends, A Division of Globe Book Company, Inc., 1975, 1976

7–12 **COMMUNICATION SKILLS: WRITE IT RIGHT** C0410

This 3 part program includes 240 slides in 3 carousel trays, 3 cassettes and/or 3 records, 8 spirit masters, and 1 teacher's guide. Through examples and exercises, students follow a step-by-step approach to organizing words into paragraphs that communicate clearly and effectively. The program's structure permits the teacher to stop the audio portion at appropriate intervals while the students complete the writing exercises directly related to visual images on the screen. The narrative emphasizes the practicality and usefulness of the ability to convey ideas, opinions or feelings in a well-organized paragraph.
Publisher: Center for Humanities, Inc., 1976

A **CAREER ACTIVITIES FOR ADULT EDUCATION CLASSES (PARTS I, II)** X0088

Part I is a 104 page guide for career development in adult education and provides exploration activities which utilize career materials. Opportunities to understand the role of work and the range of careers available are provided. The activities help teachers incorporate career awareness into the ongoing curriculum and relate primarily to reading, writing, oral communication, and critical thinking skills. Part II is an 84 page administrative guide to the nation's adult education programs which have incorporated career education activities into their curricula.
Publisher: B'nai B'rith Career and Counseling Services, 1974

9–A **FOLLETT COPING SKILLS SERIES: USING COMMUNITY RESOURCES** C0652

This 64 page workbook, written at no higher than the 3.5 grade reading level (Spache scale), acts as a resource for the entire series. Using the telephone directory as a resource is emphasized. Unit topics include finding personal and business listings in the white pages and using the yellow pages for finding jobs, schools, and doctors. Exercises test the students' comprehension at the end of each short lesson. Other units in this series are *Finding Work*, C0464, under *Employability Skills* and *Budgeting*, C0454, and *Getting Medical Assistance*, C0653, under *Consumer Education*.
Publisher: Follett Publishing Company, 1977

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5–9 **FILING UNIT** T0047

This 40 page unit was designed to give an alternate way of teaching alphabetizing by relating a basic educational skill to a basic career skill. The unit contains directions, resources and suggested activities; plus a student packet which may be duplicated for student use. This student packet contains complete directions, objectives, vocabulary and work sheets.
Developed by: Jannice Rippetoe Cromwell

10–12 **ELECTIVES IN JOURNALISM** T0190

This eight page unit contains pre- and post test, 14 student activities and a student evaluation instrument. The journalist is one of the most relevant and influential of contemporary writers by virtue of his function in mass media. Journalism provides a role through which students in a variety of communication classes can experience the problems of communication, improve their own communication skills and become aware of the saleable potential of those skills. The ability of the journalist to influence attitudes is discussed.
Developed by: Barbara Moroney, Doug Tureck, and Judy Wodishek

10–12 **LITERATURE OF THE SOUTHWEST** T0193

This ten page unit studies the literature of the people of the Southwest and the Chicano culture. It is hoped that students of all ethnic and cultural backgrounds will develop a new awareness and appreciation of the culture, the heritage, the contemporary problems of these people and will simultaneously learn something useful and enlightening about themselves.
Developed by: S. Benfield and A. Galvez

8–12 **WRITING AN APPLICATION LETTER** T0075

This two page unit provides practice in writing a letter of application for a job. A review of basic rules and an example are provided.
Developed by: Thomas Radford

7–8 **VALUES: WHAT IS SUCCESS?** T0074

This 2 page lesson plan includes a suggested list of values which students use to explore the social view of success. Students will give a written statement for each category of success listed on the checksheet.
Developed by: Gary Mitchell

3–8 **SCHOOL** T0129

This 8 page unit enables students to discover how many people contribute to the total workings of their school. By visiting different departments and interviewing workers, students gain a better appreciation of school personnel as they learn of many new vocations.
Developed by: B. Dane, H. DeFoyd, J. Griffin

9–12 **ANSWERING THE TELEPHONE** T0100

See complete entry under *Business*.

7–A **THE TURNER-LIVINGSTON COMMUNICATION SERIES, REVISED** C0459

Written for reading levels 3–5, this series contains 6 workbooks and 1 teacher's guide. Daily lessons are designed to help slow learners improve their reading skills and understand the facts, concepts, and employment opportunities in the world of modern communications. Workbook titles are *The Television You Watch, The Language You Speak, The Phone Calls You Make, The Newspapers You Read, The Movies You See,* and *The Letters You Write.* The teacher's guide includes discussion ideas and related activities.
Publisher: Follett Publishing Company, 1974

7–A **FOLLETT VOCATIONAL READING SERIES** C0461

Written for reading levels 4–6, this series contains 6 books and 1 teacher's guide. These materials are designed to help slow learners upgrade their reading, language, and comprehension skills. By presenting characters in real-life situations and including technical information, education, and training requirements, each story presents an overview of a vocation. Book titles are *Marie Perrone, Practical Nurse; The Delso Sisters, Beauticians; The Millers and Willie B., Butcher, Baker, Chef; John Leverson, Auto Mechanic; Helen Greene, Department Store Worker;* and *Anita Powers, Office Worker.*
Publisher: Follett Publishing Company, 1974

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6–9 **TUNING INTO MASS MEDIA** **T0118**

This 15 page unit includes individual activities and group activities intended to criticize, analyze, and evaluate the mass media. The goal is for students to understand the role of communication in shaping life styles and to become aware of careers in mass media. This unit lists specific community resources and materials that could be used as a guide for identifying local resources.
Developed by: M. Wood, G. Cooper, S. Wingo, B. McMurray, B. Sullivan

3–6 **LANGUAGE ARTS – ELEMENTARY METHODS** **T0051**

This is a collection of 7 activity ideas that were designed around language arts concepts. Topics covered are the correct way to write business letters, careers in the postal service and the importance of an efficient postal service to all businesses. Other units use language arts activities to develop the career awareness concept.
Developed by: ED 596, Al Renzelman, coordinator

7–12 **LANGUAGE ARTS – SECONDARY METHODS** **T0064**

This is a collection of 11 lesson plans that implement career education concepts into the regular language arts curriculum. Each lesson states the objectives of that lesson, the activities, and materials needed. Each lesson also includes an evaluation by the teacher telling how it was implemented in the classroom.
Developed by: ED 596, Al Renzelman coordinator

8–12 **LANGUAGE IN ACTION** **C0402**

This program consists of 4 filmstrips, 4 cassettes, and a teacher's guide. This series examines language in its many forms and explains how it works, especially as a means of essential communication. A practical lesson on the use of language and the development of language skills, each part relates to an inner city student's life and environmental experience. Both a how-to and an exploratory approach are used as the educative basis of the program. Filmstrip titles are: *How Language Works, Speaking Skills, Language Skills,* and *Writing Skills.*
Publisher: Center for Learning Skills, 1976

K–2 **I WANT TO BE?** **T0258**

This 38 page unit acquaints the class with a variety of occupations to show that each career is important and that training is important no matter what the occupation. This unit correlates with the student's study of sounds of the alphabet. Approximately 22 weeks are needed for completion. Suggested activities are provided correlating with the sound of the week. Included are 26 pages of supplementary reference material consisting of dittos checking beginning sounds, dittos checking the matching of occupations with tools needed, poems and fingerplays, pictures for coloring and bulletin board material for introductions.
Developed by: M. Braun, J. Clementi, D. Ford and H. Sabo

2–5 **NEWSPAPER REPORTING** **T0281**

In this 4 page unit, the student discovers the role of the newspaper reporter and how his role contributes to the total community. In the examination of newspapers, the student becomes aware of community events and the composition and format of various articles. Students attempt to write and rewrite articles suitable for a newspaper. Most students enjoy this new approach to improvement of their language art skills. This unit was developed for 2nd grade students but can be adapted for other elementary grade levels.
Developed by: Phyllis Bassetti and Shirley Lutz

9–A **COMMUNICATION SKILLS: LEARNING TO LISTEN AND EXPRESS YOURSELF** **C0153**

This kit contains 160 slides in 2 carousel cartridges, 2 phonodiscs, 2 cassettes, teacher's guide/reading script, and program summary sheet. The program teaches useful skills to help students become more effective listeners and to develop empathy for other people as well as expressing their feelings and ideas clearly. It stresses the fact that listening is important in effective communication, and that there are many non-verbal listening skills. For effective listening patience, acceptance, reflection, paraphrasing, sincerity and empathy are necessary. The speaker must have self-confidence, make a careful choice of words, and select appropriate listeners.
Publisher: The Center for Humanities, 1975

K–3 **YOUR WORLD** **C0116**

This set of 3 books includes teacher's guide for the complete series and 2 of the student texts. Each book has large color photographs with text that describes the occupations, skills, and procedures of each industry. Page 32 of each book contains a list of language development words found in that text. Titles are: *Let's Visit a Mining Company* and *Let's Visit the Telephone Company.*
Publisher: Taylor Publishing Co., 1971

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8–12 **QUESTIONS OFTEN ASKED DURING AN INTERVIEW** **T0291**

This guide is designed to prepare students for questions most often asked during employment interviews. It includes class discussion and role playing activities during which students conduct and participate in job interviews. Suggested also are video-taping and businessmen-conducted interviews in the classroom.
Developed by: Tom Radford

6–8 **FILLING JOB APPLICATION FORMS** **T0136**

Designed specifically for the remedial reading student, this eight page unit helps students learn to fill out a job application. The emphasis is on understanding the questions and learning the importance of the sequence of events involved in applying for a job. Five activities are provided including having a guest speaker.
Developed by: Mary Jo Lanze

9–12 **LEISURE TIME CULTURAL INTEREST: POETRY** **T0187**

The objective of this 19 page unit is to develop and encourage an interest in poetry. Students learn the beginning efforts necessary to write poetry, what poetry is, how to write easy poems, and learn the meaning poetry plays in our everyday lives. The unit is based upon additional materials and resources.
Developed by: Jeanne Apple and Barbara Schneider

7–9 **SKILLED TRADES & PRODUCTION** **T0162**

This five page unit demonstrates to students the applicability of what is taught in language arts to the occupations found in the skilled trades. Six student activities, covering six different clusters, provide student awareness of new career areas in the skilled trades.
Developed by: Dick Amman and Bill Arnott

9–12 **CAREER DISCOVERY** **T0196**

This ten page unit was created for the students who are functioning academically at the average to low levels. By investigating and interviewing the many career people in La Junta, the students become acquainted with career opportunities available and the requirements related to specific career goals and language arts skills. Five suggested activities accompany this unit.
Developed by: J. Church and L. Steadman

6–9 **WHO NEEDS IT?** **T0123**

This unit is designed to assist students to understand themselves in relation to the world of work using research skills. Activities are provided.
Developed by: S. Neumayr, J. Richards, M. Roberts

7–10 **GAINING CAREER INFORMATION THROUGH ENGLISH ACTIVITIES** **T0292**

This 12 page unit is designed to create student awareness of the importance of good writing and speaking skills, the required training and responsibilities of a variety of jobs, and the vocabulary used in the world of work. Activities include library research, community speakers, composition, jeopardy game, job applications, oral reports and role playing. Students choose areas of interest for their research. This unit can be most valuable for emphasizing the importance of language arts skills outside the class.
Developed by: Faye Wulfsohn

K–3 **MYSELF AND OTHERS AT HOME AND SCHOOL** **C0225**

This 145 page notebook contains text, teacher's guide, duplicable student materials, and evaluation guides. In this unit, the examples of home and school are used to introduce the concepts of how organizational structures affect what is done within an institution. Concepts explored are the nature of role performance; the individual's role within an institution; to recognize how need fulfillment, dependence on others, and interdependency are important to the individual; and to recognize the meaning of responsibility to self and others.
Developed by: Ohio State University, Center for Vocational Education, 1974

PRE–2 **JUST ME** **C0224**

This 94 page notebook includes text, teacher's guide, duplicable student materials, and evaluation guides. That being a "self" involves being different is the focus of this unit, students note their unique aspects as influenced by physical characteristics, family, friends, and interests. Students become aware of themselves and then consider the relationships that they have established with family, friends and classmates. Also, the very real and important relationship between what a student learns at school and what the student chooses for a career is shown.
Developed by: Ohio State University, Center for Vocational Education, 1974

LANGUAGE ARTS

GRADE

K–2 **KEEPING CLEAN AND HEALTHY** C0085

This set contains six posters, 17" x 23", that help develop basic understandings regarding cleanliness and good health habits in the primary grades. Each poster contains a list of concepts to be learned, suggested discussion questions, vocabulary list, and related activities. Titles are: *Visiting the Dentist, Visiting the Doctor, Forming Proper Habits of Sleep, Eating Balanced Meals,* and *Taking a Bath and Brushing Teeth.*
Publisher: Instructo Corp., 1967

9–12 **CREATIVE WRITING** T0185

The activities suggested in this 5 page unit take students through researching a chosen lifestyle as it is present in one's home town, then using this information to construct an imaginary town. It is suggested that students spend a day of apprenticeship under a member of their chosen lifestyle before writing their pieces.
Developed by: Ruby B. Plumer

6–8 **COMMUNICATIONS** T0152

The end product of this 7 page unit will be the student's ability to use the phone correctly, to be able to send and receive telegrams, and to write a good letter.
Developed by: Mary Joan Reagan

7–12 **COMMUNICATION SKILLS: WHO'S AFRAID OF GRAMMAR?** C0412

This program consists of 240 slides in 3 carousel trays, 3 cassettes and/or 3 records, and a teacher's guide. This three-part program is intended to help young people - and their teachers - in the often tedious study of English grammar. It is designed to motivate students in learning grammar as a tool of effective communication and to introduce and reinforce basic principles of sentence construction. The program stresses that grammar is a means, not an end; the end is effective communication.
Publisher: The Center for Humanities, Inc., 1976

7–12 **SPEAK UP: SKILLS OF ORAL COMMUNICATION** C0408

This program includes 160 slides in 2 carousel slide trays, 2 cassettes and/or 2 records, and a teacher's guide. The program opens with four dramatizations of ineffective communication and explains how each could have been avoided by keeping two thoughts in mind: understand what you want to say before talking and express your thoughts clearly and directly. The differences and similarities between written and oral language are demonstrated, and the program suggests that students take the best of the written process – constructing thoughts logically and stating them clearly – and include these in their oral communication.
Publisher: The Center for Humanities, Inc., 1977

7–12 **CLEAR THINKING: HOW TO IMPROVE YOUR REASONING SKILLS** C0409

This program includes 160 slides in 2 carousel trays, 2 records and/or 2 cassettes, and a teacher's guide. This program outlines the basic principles of clear thinking in everyday, easy-to-grasp situations and illustrates through timely examples how people jump to conclusions and make serious errors in reasoning. The program defines clear thinking as directing thoughts toward solving problems or answering questions. Examples are used to demonstrate how begging the question, faulty comparisons, misunderstanding cause and effect relationships and faulty syllogisms also prevent clear thinking.
Publisher: The Center for Humanities, 1976

4–A **PERSONAL READING MODULES: HOW TO READ A MAP** C0296

This unit contains 1 vocabulary booklet, 1 cassette, 1 skill sheet, 1 teacher's guide/answer key, and 1 teacher's manual. The module offers high interest and low vocabulary reading (3.7 grade level on the Dale-Chall Read-ability Formula); encourages the interdisciplinary use of academic areas; and requires thinking, concentration, the ability to follow directions,and basic reading skills. These activities emphasize the need for these skills in everyday life and provide students with enjoyable and intellectually rewarding experiences. Teaching aids are included.
Publisher: Relevant Productions, Inc., 1974

7–9 **CAREER EDUCATION IN APPALACHIAN MARYLAND, LANGUAGE ARTS** X0238

The purpose of the units in this 80 page guide is to correlate the supplemental career educaton activities with the language arts curriculum. The activities are grouped according to the 4 general content areas of oral, listening, writing, and reading skills. Worksheets, puzzles, and games are included.
Developed by: Career Education Demonstration Project for Appalachian Maryland, 1973

GRADE

6 **CAREERS: A SUPPLEMENTAL READING PROGRAM, LEVEL C** C0725

This unit contains 1 filmstrip, 1 cassette, 64 story folders, 64 activity cards, 30 management folders, 1 poster, and 1 teacher's manual. This program is designed to integrate career study with the existing reading discipline and to help students see that learning, work, and personal satisfaction are related. Each of the story folders contains career information (32 different careers) and a self-administered, self-correcting student interest/aptitude inventory. Used individually or for small groups, the activities reinforce reading and language arts skills. *Jobs People Do* presents a complete overview of the program. The actual 6th grade reading level of this material enables the prescription of developmental or remedial reading on an individualized basis. Teaching aids are included.
Publisher: Harcourt Brace Jovanovich, Inc., 1975

7–A **CAREER ENGLISH: COMMUNICATING ON THE JOB** C0726

This unit contains 160 slides in 2 carousel cartridges, 2 cassettes, 2 records, and 1 teacher's guide/filmstrip scripts. Based on a series of at-work scenarios, this program provides instruction in basic business communication. Learning is reinforced by in-class assignments directly related to the vignettes. Part One deals with several basic kinds of business letters. Students learn to write job application letters and to develop sales letters. The program also describes collection and adjustment letters as well as letters of inquiry. Part Two discusses requests for information, progress reports, and persuasive memos. The teacher's guide includes discussion questions and related activity ideas.
Publisher: The Center for Humanities, Inc., 1978

7–A **INTERESTING CAREERS OF INTERESTING PEOPLE** C0727

Written for reading levels 4-5, this unit contains 20 books (5 of each title), 2 cassettes, 40 ditto masters, and 1 teacher's guide. This series is designed to enhance reading and language arts skills and to provide career information. Each of the 20 high interest, low vocabulary profiles is followed by a story glossary, a vocabulary exercise, and research suggestions. Corresponding audio cassettes provide auditory reinforcement and aid the disabled reader. Two practice dittos accompany each story and contain career vocabulary, language skills, and life study skills exercises. Teaching aids are included.
Publisher: Educational Activities, Inc., 1977

MATHEMATICS

GRADE

7–9 **CAREER EDUCATION IN APPALACHIAN MARYLAND, MATHEMATICS** **X0237**

This 150 page guide contains supplemental curriculum activities which correlate mathematics computations to a specific occupation or a practical coping skill. These experiences give students insight into various careers. Career education concepts, problems, projects, activities, discussion ideas, and resource materials are included for units on whole numbers, fractions, decimals, ratios and proportions, percent, geometry, and the metric system.
Developed by: Career Education Demonstration Project for Appalachian Maryland, 1973

9–10 **CAREER EDUCATION IN APPALACHIAN MARYLAND, MATHEMATICS** **X0246**

In the first 101 pages of this guide students solve problems and participate in activities which relate careers to the concepts developed. Unit topics include coping skills (e.g., checking accounts, credit cards, taxes, and insurance); percentages; fractions; and decimals. The remaining 70 pages contain concepts, learning outcomes, activities, and problems for the metric system units. Topics include conversions, volume, temperature, and occupational problem-solving using the metric system.
Developed by: Career Education Demonstration Project for Appalachian Maryland, 1973

11–A **MATHEMATICS FOR TECHNICAL AND VOCATIONAL STUDENTS** **C0365**

This is a 572 page textbook and a solutions manual on practical mathematics as applied to technical and trade work. Theoretical discussions and derivation of formulas are reduced to their simplest forms. Illustrative examples, problems, tables, and chapter self-tests and answers are valuable for both self-instruction and class work. Seven chapters review the fundamentals. Other topics are strength of materials, work and power, tapers, speed ratio of pulleys and gears, screw threads, cutting speed and feed, and gears.
Publisher: John Wiley & Sons, Inc., 1975

7–A **MATHEMATICS IN LIVING: BUYING** **C0681**

This 139 page workbook helps the slow learner at the junior high and high school levels use, understand, and apply mathematics in everyday situations. Students learn practical consumer skills when they solve these problems which involve making change, sales slips, comparing prices, buying in fractional quantities, installment buying, and figuring the cost per item. The practice and the review materials are presented in an adult workbook format.
Publisher: Pruett Publishing Company, 1970

7–A **MATHEMATICS IN LIVING: WAGES AND BUDGETS** **C0682**

This 106 page workbook helps the slow learner at the junior high and high school levels use, understand, and apply mathematics in everyday situations. Students solve problems which involve time cards, piece-work wages, pay-checks, personal budgeting, and the expense of buying and running a car. The practice and the review materials are presented in an adult workbook format.
Publisher: Pruett Publishing Company, 1970

7–A **MATHEMATICS IN LIVING: BANKING** **C0683**

This 127 page workbook helps the slow learner at the junior high and high school levels use, understand, and apply mathematics in everyday situations. Students solve problems which involve checking and saving account transactions. These computations include deposits, withdrawals, pass books, interest, checkbook balances, and bank statements. The practice and the review materials are presented in an adult workbook format.
Publisher: Pruett Publishing Company, 1970

7–A **MATHEMATICS IN LIVING: CREDIT, LOANS, AND TAXES** **C0684**

This 126 page workbook helps the slow learner at the junior high and high school levels use, understand, and apply mathematics in everyday situations. Students learn the advantages and disadvantages of borrowing; determine the actual costs of borrowing; compute sales tax, payroll deductions, and U.S. income tax; and complete income tax returns. The practice and the review materials are presented in an adult workbook format.
Publisher: Pruett Publishing Company, 1976

7–A **FIGURE IT OUT** **C0651**

This unit contains 2 instructor's books which provide techniques for teaching fundamental arithmetic skills to older students. The program helps students understand and apply the principles of arithmetic to daily living situations. *Book 1* (64 pages) contains reduced-size student text pages with guidelines for teaching addition, subtraction, multiplication, division, and problems involving money and measurement. *Book 2* (80 pages) contains problems and exercises with marginal teaching notes, reviews the fundamental processes, and extends learning to fractions, decimals, rounding off, and estimating. Answers to all problems and exercises are included in both books.
Publisher: Follett Publishing Company, 1971

MATHEMATICS

GRADE

9-12 **MATH IN BUSINESS** T0199

The purpose of this five page unit is to give students a chance to explore career areas chosen by them. It is also intended to provide motivation for studying basic math, i. e. addition, subtraction, multiplication and division of whole numbers. This careerpac is intended primarily for remedial tenth grade students.
Developed by: Frank Beaty

7-9 **BUILDING A MODEL DAM AND RESERVOIR** T0126

This is a 10 page unit. By studying the purpose, planning, engineering and maintenance of a dam, it is hoped that students can plan and construct a scale model of a dam and, thereby, demonstrate understanding of and the ability to use the math skills involved. This unit requires supportive resources and materials which are not included.
Developed by: G. Duque, F. Gladone, G. Hubbard, E. Rivera, P. Rivera

9-12 **PAYROLL SYSTEMS** T0205

This 6 page unit provides Bookkeeping I students with a working knowledge of business payroll systems and basic payroll records. Completion time for this unit is approximately three weeks. At that time the students should be able to: define and understand the vocabulary of payroll systems; identify the various forms used in payroll systems; and compute basic payrolls, including their own wages. Six suggested activities and a pre-test are provided with the unit.
Developed by: Larry Guyette

7-9 **FIGURING VOLUMES** T0130

Students are provided with practical everyday problems in figuring volumes of different solids such as a feed trough, a combine grain bin, and a gas tank. This 4 page unit was designed primarily for boys from rural agricultural areas who see no relationship between math and the working world.
Developed by: Dale Oliver

10-12 **FILING FEDERAL INCOME TAXES** T0204

This 28 page unit was designed to provide students with practical information for selection of method for and actual filing of federal income taxes. The students: define and understand the vocabulary of federal taxation, identify the various federal tax forms, complete the various federal tax forms, and simulate a tax situation and complete the taxation for the simulation. Supplemental tax forms and tables are included along with a final test.
Developed by: Betty Hirsch

7-9 **CAREER ACTIVITIES IN MATHEMATICS** X0061

This 173 page career exploration curriculum guide uses all 15 U.S.O.E. occupational clusters plus an additional category, Industrial Arts, to show the practical relationships between mathematics and the clusters' occupations for grades 7, 8, and 9. Career-related activities may be used as either entire class activities, small group assignments, or for individual study to enrich the regular school curriculum and are "plugged in" at appropriate times to coincide with the subject's concepts.
Developed by: The Independent School District of Boise City, 1975

7-A **CONSUMER MATH** C0600

This multimedia unit contains 2 filmstrips, 2 cassettes, 13 duplicating masters, 10 visuals, 1 supplementary unit, and 1 teacher's guide. The need, application, and benefits of basic math operations are dramatized in everyday experiences. Personal economics, metric measurement, and price-comparison skills are presented. Problems, activities, suggestions for calculator usage, and a supplementary unit investigating the subject of consumers' rights are written features. Designed for basic math courses in grades 7-8, this unit may be used for high school remedial classes. Teaching aids are included.
Publisher: Newsweek, Inc., 1976

6-8 **CAREER EDUCATION MATH** X0045

This 122 page curriculum guide contains techniques for infusing career exploration into the daily subject matter, increases the student's awareness of the occupations leading from the subject, and emphasizes the contribution of math to successful careers. Intended to enhance math skills and expose students to the basic concepts needed for success in an occupational cluster, math knowledge is applied in the areas of communications, manufacturing, and transportation.
Publisher: State Dept. of Vocational and Technical Education, Stillwater, Okla.

MATHEMATICS

GRADE

1–6 **MATHEMATICS – ELEMENTARY METHODS** T0053

This collection of 4 lesson plans contain activities that teach students to handle money wisely. One unit develops the idea that mathematical skills are needed in every occupation as well as in daily life. Each unit lists the suggested activities, objectives for each, and materials needed for the activities.
Developed by: ED 596, Al Renzelman, coordinator

7–12 **EXPERIENCING LIFE THROUGH MATHEMATICS, VOLUME I AND II** C0367

Each of the 2 volumes includes a teacher's guide and student text. This is a series of relatively short learning units that were designed not only for the student who asks, "Why must we learn this stuff?" but for every student regardless of his or her future ambition. Designed to reinforce basic arithmetic skills, these learning experiences involve students in everyday life and occupational situations. They are practical and relevant to the needs of the homeowner, the wage earner, and so on. They provide practical information about careers.
Publisher: Pawnee, Volume I, 1975, Volume II, 1976

7–12 **MATHEMATICS – SECONDARY METHODS** T0059

This collection of 5 lesson plans was designed to implement career education into the regular mathematics curriculum. Some of the activities include proper use of a micrometer, managing a checking account, and finding perimeters in order to figure materials needed for a fence..
Developed by: ED 596, Al Renzelman, coordinator

9–12 **MATHEMATICS AND RELATED CAREERS** C0222

This notebook contains text, teacher's guide, duplicable student materials, and evaluation guides. The unit is designed to promote student awareness and interest in the role that mathematics plays in today's economy. Mathematical operations are applied to computing taxation and price indexes. The subject material may also be integrated into the area of social studies.
Developed by: Ohio State University, Center for Vocational Education, 1974

6–8 **FROM SALARY TO SAVINGS** T0128

A 10 page unit designed to provide meaningful learning experiences by use of activities and a post-test. Students learn to budget and manage their income and are also exposed to simulated experiences in banking, saving and loans. Reference material used may not be readily available in all local areas.
Developed by: M. Corsi, S. Fallette, M. Townley, L. Vizyak, and L. Watson

7–12 **FEDERAL INCOME TAX** T0127

This 6 page unit contains 8 student activities involving tax problems. The student actually fills in a tax form and thereby gains some understanding of our income tax laws. The unit is also a help to students considering tax reporting work as a career.
Developed by: B. Hvalos, S. Consonero, J. Custard, B. Percival, C. Portillos, and M. Prado

5–9 **COMPUTER SERIES II: INTRODUCTION TO COMPUTER PROGRAMMING** C0424

This program consists of 6 filmstrips, 6 cassettes, and teacher's guide. It reviews the history of the digital computer and relates historical developments of technological advancements and the increasing need for rapid and accurate computations. The basic elements of digital computers are described, along with types of input, the operations center, and output forms. Students should then be able to prepare simple flow charts and a simple program suitable for computer instruction. Unit titles are: *History of Digital Computers; Uses of Digital Computers; Parts and Functions . . ., Flow Diagramming – Introduction; Introduction to Programming, Parts I and II.*
Publisher: BFA, 1969

8–12 **CAREER EXPLORATION THROUGH MATHEMATICS** C0221

This notebook contains text, teacher's guide, duplicable student materials, and evaluation guides. The program is designed to help students develop and reinforce mathematical skills and to become familiar with a wide range of occupations. Students are encouraged to assess their personal attributes, including competencies in mathematics; to establish tentative career goals; and to set some guidelines for high school curriculum planning. The mathematical skills studied are whole numbers; fractions; ratios and percents; perimeter, area, and volume determination.
Developed by: Ohio State University, Center for Vocational Education, 1974

MATHEMATICS

GRADE

7–12 **METRIC SYSTEM** **T0202**

This 7 page unit contains goals, objectives, seven suggested student activities, four quick quizzes and a final unit test. Students develop knowledge of the metric system and the manner in which it fits into their particular life style and community and obtain the capability to apply this system in their future life style and community. "Using the Metric System" by Kempf Richards was used as an accompanying text along with the Linus Game from "Colamda".
Developed by: Carol Nachtigall

9–12 **INTEREST RATES AND YOU** **T0201**

This 8 page unit creates student awareness concerning interest and variable interest rates. The student becomes better equipped to make wise decisions when he/she has a desire to save, a need to borrow, or to purchase using time payments. Three pages of problems are given for students to compute interest rates.
Developed by: Constance Miketa, Meril Roberts

4–9 **COMPUTER SERIES I: AN INTRODUCTION TO COMPUTERS** **C0180**

This series of 5 filmstrips, 5 cassettes, and teacher's guide discusses the invention of basic computing devices such as the abacus and adding machine to replace the use of fingers, sticks, and beads for arithmetic caluclations. The series then goes on to explain that with the mass production of machine parts and the development of electronics, modern computers have been made possible. Other units explain the areas of business, government and science that are using computers to analyze and store data from the vast resources of the world. Unit titles are: *History of Computing Devices, The Many Uses and Needs for Computers – Part I, The Many Uses and Needs for Computers – Part II, Computers Today*, and *Computers and the World of the Future.*
Publisher: BFA

6–9 **ENVIRONMENTAL MATH SERIES** **C0167**

The unit includes 6 filmstrips, 6 cassettes, and one teacher's guide. This series of filmstrips provides instruction and the opportunity to practice some mathematical operations while illustrating some social and ecological problems. Each filmstrip asks the viewer to solve at least one problem for which the data is provided in the filmstrip. This data is repeated in the study guide on pages that can be used to make ditto masters. In addition, discussion of the environmental problems described will unfold other problems that can be attacked using numbers. The titles are: *Terms and Sets-Waste Disposal; Environmental Planning; Mean, Median, Mode-Determining Public Opinion; Addition and Subtraction-Taxes; Graphing-Governmental Processes; Problem Solving Techniques-Population Control.*
Publisher: BFA

5–12 **MAKING CHANGE** **T0102**

This unit guides students through seven steps, techniques, and safeguards in making change. Other activities include: general rules for cash register operators, figuring sales tax, cash coupons, and issuing trading stamps. A self test accompanied by an answer key helps the student review what he has learned.
Developed by: Sherrilyn Smith

7–8 **WATT'S HAPPENING** **T0038**

A 1 page unit designed to teach students to: read meters correctly; distinguish among gas, electric and water meters; learn what kilowatts are; construct bar graphs from collected relevant data and compute cost per month for approximate electricity usage in their homes. Many extended activity ideas are also included.
Developed by: Kate MacIssac and Tom Goodson

6–9 **BINARY NUMERALS AND COMPUTERS** **T0124**

By creating an interest in computers, this 6 page unit is intended to increase the student's interest in binary numerals and different number base systems, reinforcing base 10 and the place value system of numeration. The textbook, *Modern School Mathematics*, published by Houghton Mifflin is used in conjunction with seven activities.
Developed by: Mary Ann Stafford

7–9 **BO-CEC MATH RESOURCE GUIDE** **X0023**

This 320 page career education curriculum guide supplements the usual mathematics classroom instruction by exploring specific occupations in a variety of settings and emphasizing the importance of math skills in everyday work life. Using their knowledge of math, students perform job simulation activities of specific business and office occupations. Other features include teacher's aids and self-awareness activities.
Publisher: National Business Education Association, 1974

MATHEMATICS

GRADE

K-4 **BASIC MEASUREMENT AND RELATED CAREERS: LEVEL A** **C0214**

This 74 page notebook contains a teaching guide, text, duplicable student materials and evaluation guides. The purpose of the unit is to focus on simple measurements of time, weight, money and length. As students participate in activities they learn the similarities of their measurements and those of adults at work. Students learn to tell time, to compare objects of different lengths and weights, and they learn that money is a medium of exchange while they operate a model store.
Publisher: Ohio State University, Center for Vocational Education, 1974

1-4 **BASIC MEASUREMENT AND RELATED CAREERS, LEVEL B** **C0215**

This notebook contains text, teaching guide, duplicable student materials and evaluation guides. The program focuses on simple measurements of time, weight, length, liquid volume, and temperature. Students practice reading clocks, simple scales, inch and centimeter rulers, and thermometers. They identify and determine the relative values of pennies, nickels, dimes and quarters. They discover what amounts of liquids are held by various containers. As they participate in activities, students learn the use of these measurements in the world of work.
Developed by: Ohio State University, Center for Vocational Education, 1974

2-4 **BASIC MEASUREMENT AND RELATED CAREERS, LEVEL C** **C0216**

This notebook contains text, teacher's guide, duplicable student materials, and evaluation guides. The program continues the development of basic measurement skills and extends the knowledge of length and area into the world of work. Students are acquainted with the idea that measurements are obtained through comparisons. Measurement tools are introduced and the skills needed to use the tools are taught.
Developed by: Ohio State University, Center for Vocational Education, 1974

3-5 **BASIC MEASUREMENT AND RELATED CAREERS, LEVEL D** **C0217**

This notebook contains text, teaching guide, duplicable student materials, and evaluation guides. The unit concerns simple measurements of liquid and solid volumes. The intent is to help students develop basic skills and to learn how adults use similar skills at work. Cooking and artwork are suggested activities to introduce these skills.
Developed by: Ohio State University, Center for Vocational Education, 1974

7-8 **WHAT'S ON THE MENU** **T0041**

This 2 page instructional unit applies math skills to practical applications. Students plan menus for their family, research local prices and calculate price break down and cost per meal.
Developed by: Kate MacIssac

10-A **BIOMEDICAL MATHEMATICS** **C0207**

This 2 book unit has been designed with the purpose of applying mathematical concepts to the solution of relevant biomedical problems. For example, skills for solving algebraic equations are applied to predicting the length of time that a scuba diver can stay under water. Also, the study of linear functions is used to predict the blood alcohol concentration for given times after drinking. This information is related to, but independent of, *Biomedical Science, C0206,* and *Biomedical Social Science, C0208.*
Publisher: Biomedical Interdisciplinary Curriculum Project, 1975

2-5 **CAREERS IN TECHNOLOGY** **C0234**

This 78 page notebook contains text, teacher's guide, duplicable student materials, and evaluation guides. The unit emphasizes the fact that technology has had a profound effect on the goods and services component of society. Machines contribute speed, efficiency, and ease of production. Technology encompasses all work which uses machines. The concepts demonstrated in this unit are that there are a variety of machines, the need for accuracy and efficiency of measurement in many jobs and the proper use of tools, the different educational and job preparations needed for different occupations, the different working conditions, and the prospect of change brought about by automation.
Publisher: Ohio State University, Center for Vocational Education, 1974

11-A **CALCULUS** **T0203**

This careerpac provides student awareness of the practical use of calculus in farming, the cattle industry, and the canning industry as well as other fields. This 12 page unit contains three specific projects with eight activities for guides. The unit was prepared for the calculus student who has covered the basic computation procedures of the derivative. A post test with problem solutions outlined for each question is included.
Developed by: Loretta Brasher

MATHEMATICS

GRADE

4-9 **COMPUTER SERIES III: THE BINARY NUMBER SYSTEM** C0419

This kit contains 4 filmstrips, 4 cassettes and teacher's guide. The advent of the computer has emphasized the need for mathematical work in bases other than ten. Students have experienced work in some other bases – for example, base seven (days of the week) or base twelve (hours of the day). Digital computers use a binary number system (base two). This series introduces the binary number system, describing the base used and the properties of binary numbers, which are related to decimal numbers. The basic operations of addition, subtraction, multiplication, and division of binary numbers are described.
Publisher: BFA, 1969

4 **MATHEMATICS AROUND US – GRADE 4** C0331
5 **MATHEMATICS AROUND US – GRADE 5** C0332
6 **MATHEMATICS AROUND US – GRADE 6** C0333
7 **MATHEMATICS AROUND US – GRADE 7** C0334
8 **MATHEMATICS AROUND US – GRADE 8** C0335

Each of the above units contains a teacher's text, student text, and teacher's edition of the practice and activities workbook. This series of mathematics texts are organized the same way. In each, basic skills are organized around six levels, with exercises and activities which build and maintain those skills. Problems are related to other subject areas such as science, social studies, literature, sports, and careers. The vivid photographs, illustrations and diagrams used depict the real world and are a major asset of the series. Each level should be ordered separately.
Publisher: Scott, Foresman & Co., 1975

K **MATHEMATICS AROUND US – KINDERGARTEN** C0327

This unit contains teacher's edition and student workbook. The program is based upon activities suggested in the teacher's guide. Then students use the pages in the workbook to demonstrate what they have learned. The activities are related to eleven topics and are grouped into 43 learning sequences. Some topics covered are: spatial relations – locations and directions; classifying – observing and describing; comparing – taller – shorter, larger – smaller, etc.; ordering – by size and by height or length; shapes; patterns; numbers; logic – using all or some, not, and; counting; joining sets – number stories; and symmetry – mirror pictures.
Publisher: Scott Foresman, 1975

1 **MATHEMATICS AROUND US – GRADE 1** C0328

This set contains student text, teacher's guide and a practice & activities workbook – teacher's edition with aids. This mathematics program covers K–8 grades. In this unit skills are broken down into six levels, there is plenty of practice for each skill introduced, and these skills are maintained throughout subsequent lessons. Problems are related to other subject areas such as literature, nutrition and science, so that students realize that mathematical concepts are used in all aspects of life. There is a minimal amount of reading on the student's part, and vivid photographs, pictures and diagrams that give meaning to mathematical ideas are used. The metric system is developed with no conversions between systems of measurement.
Publisher: Scott, Foresman and Company, 1975

2 **MATHEMATICS AROUND US – GRADE 2** C0329

This unit contains student text, teacher's edition, and a teacher's edition of the practice and activities workbook. In this second grade program, basic skills are organized around six blocks of lessons, each having exercises and activities which build and maintain those skills. Student problems are relevant to other subject areas such as ecology, hobbies, literature and sports. Vivid photographs, illustrations and diagrams that depict the real world are used. There is a built in testing program for each level with special maintanence and enrichment features that will meet individual's needs. Emphasis is placed on the metric system with measuring and estimating activities which help students "think metric."
Publisher: Scott, Foresman & Co., 1975

3 **MATHEMATICS AROUND US – GRADE 3** C0330

This unit contains teacher's text, student text, and teacher's edition of the practice and activities workbook. Again, basic skills are organized around six levels, each having exercises and activities which build and maintain those skills. Problems are related to other subject areas such as literature, science, sports and transportation. The material is indexed and organized to enable the teacher to plan individualized assignments. To help low achievers, the lesson exercises, the More Practice, and the Keeping Skillful sections of the book should be used, along with the Mini Practice section in the teacher's notes. The Side Trips, Explores, Time Outs, and starred exercises can be assigned to high achievers to do independently. The third grade unit extends the skills, exercises and materials found at previous levels.
Publisher: Scott, Foresman & Co., 1975

MUSIC

GRADE

6–9 **VOCATIONS AND AVOCATIONS IN MUSIC** **T0131**

Through the use of this 8 page unit, students will become aware of the number of careers and avocational opportunities available in the field of music. The student will also discover how music can be a means of expressing personal feelings. An outline of music as well as various activities are provided.
Developed by: Jo Ann Blair

6–9 **MUSIC CAREERS IN PUEBLO** **T0132**

This is a 3 page unit which helps students determine the various occupations located in the Pueblo area where a basic knowledge of music would be desirable. While this unit is centered around a specific community, it is adaptable. Students themselves are heavily involved in the planning of this unit.
Developed by: Laurel Gallegos

Pre-3 **MY COMMUNITY – SONGS FOR THE FLANNELBOARD** **C0089**

This kit contains 18 flannelboard figures, 6 song sheets and 1 record. The purpose of the unit is to teach songs that introduce children to places and helpers in the community: the park, the school, various stores, the doctor, the policemen and the firemen. The record may be used in the classroom to teach the songs.
Publisher: David C. Cook, Publishers, 1966

K–8 **MUSIC – ELEMENTARY METHODS** **T0063**

This is a collection of six lesson plans designed to create awareness and interest in the field of music and its various occupations. Activities include discussions of instruments and how they are made, listening experiences, organizing a band, and creating and putting on a minstrel show.
Developed by: ED 596, Al Renzelman, coordinator

7–A **CAREERS IN MUSIC** **C0486**

See complete entry under *Communications and Media.*

PHYSICAL EDUCATION

GRADE

9–12 **CAREER POSSIBILITIES DERIVED FROM PHYSICAL EDUCATION** T0206

This 9 page unit investigates career possibilities derived from physical education. This unit suggests supportive materials and community resources.
Developed by: Joe Messaro, Larry Pickering

9–12 **GYMNASTICS** T0208

This 7 page unit is designed to aid the student in becoming more aware of his/her physical being through gymnastics. Tumbling, floor exercise, balance beam, uneven parallel bars and vault are routines that are included in the suggested activities. This unit emphasizes coordination, agility, endurance, ability to think and react, posture, physical fitness, knowledge of gymnastics, skill in gymnastics and self-discipline.
Developed by: Coeta S. Lucas

9–12 **SOFTBALL (GIRLS)** T0209

This 6 page unit is designed to strengthen, reinforce and enlarge student potentials in physical education. Through the organization of a softball tournament students are given an opportunity to develop socially sound habits and attitudes of cooperation, competition, participation, leadership, safety and sportsmanship. These qualities may be helpful in directing their choice of careers.
Developed by: Marlene Highberger

9–12 **VOCATIONAL AND AVOCATIONAL ASPECTS OF WATER SKIING** T0210

This 6 page unit presents the vocational and avocational aspects of the sport of water skiing. Activities include preparing a unit on water safety, learning water skiing fundamentals, becoming aware of other areas of water skiing, learning about job opportunities and becoming familiar with management of a water ski school.
Developed by: Cecilia Sanders

9–12 **BASIC FIRST-AID** T0207

Included in this 10 page unit are three suggested activities, a pre-test and a list of materials and resources. Students become aware of the importance of the basic first-aid techniques involved in performing correct first-aid assistance. This unit is taught in conjunction with a beginning first-aid book.
Developed by: Pat McGraw

7–9 **A BASKETBALL SPORTS DAY** T0161

This 10 page unit provides various activities involved in a Junior High Girls Sports Day. The student participants will have the opportunity to: 1) develop individual attitudes and socially accepted habits of cooperation, sportsmanship, participation and leadership and 2) become aware of the avocational opportunities in community activities. Provided in this unit are instructions and job descriptions of six committees that are involved in the preparation and planning of the Sports Day.
Developed by: Connie Mancillas

6–9 **COLORADO MOUNTAIN RECREATION** T0133

This 9 page unit is designed to acquaint learners with the wide range of recreational activities that are available in our mountain environment. A student survey is provided to determine the recreation activities on which the unit should concentrate. Suggested activities and six evaluation questions are provided. Community resources listed can be adapted to fit other local areas.
Developed by: Bruce Mohr

Pre–3 **PHYSICAL EDUCATION FOR TOMORROW** C0223

This 111 page notebook contains text, teacher's guide, duplicable student materials and evaluation guides. The unit describes ways for teachers to introduce and develop large and small muscle skills and later to relate their use to career information. Career awareness is interwoven in activities in the form of pantomiming certain occupational roles, pretending or role-playing, and games. Involvement in the production of a circus provides practical application of concepts and skills. There is also emphasis on developing physical skills for all life's activities.
Developed by: Ohio State University, Center For Vocational Education, 1974

PHYSICAL EDUCATION

GRADE

6–9 **TENNIS: A SOCIAL SPORT** **T0134**

This 10 page unit is designed to make students aware of a leisure-time activity (tennis) that could become a part of their life cycle, whether it be used as a hobby, a pleasure activity, or as an occupation. Complete information on the game of tennis is provided along with a post test.
Developed by: D. Kristan, N. Masters, J. Summers

9–12 **PHYSICAL EDUCATION – SECONDARY METHODS** **T0057**

This unit consists of 3 lesson plans. One unit explores the field of athletic training as an occupation. The other two units investigate the area of recreation careers and also make students aware of leisure time activities which can lead to lifetime sports.
Developed by: ED 596, Al Renzelman, coordinator

SCIENCE

GRADE

7 **SCIENTIFIC FILING** **T0048**

A 24 page unit that directly relates scientific classification to a type of filing. Regular scientific procedures such as specimen observations are incorporated into a unit linked to career avenues in science. This unit suggests the use of supportive materials and resources.
Developed by: Albert Mamo

3–4 **RAINDROPS KEEP FALLING** **T0247**

The objective of this 14 page unit is to aid students in understanding that the amount of water in the air is important to weather changes and the manner in which a weatherman is able to predict weather. Included are sections on the water cycle, types of clouds, a crossword puzzle, a pre-quiz, and a post test. The unit is evaluated by a brief quiz.
Developed by: Marilou Bower

3–5 **ROCK HOUNDS** **T0245**

This 20 page unit introduces the primary student to geology. From beginning interest in collecting rocks from different places students become aware of this career field. The unit includes both a pre- and a post test in addition to suggested activities. The required materials can be found in most science classes. Suggested activities demonstrate the principles of how rocks are formed.
Developed by: Alta Fahrenbruck

7–12 **THE MENTAL/SOCIAL ME** **C0326**

This program includes 6 filmstrips, 6 cassettes, 24 activity sheets, 16 idea cards, and 1 teacher's guide. The purpose of this program is to provide a base of awareness and to arouse attention in learning about attitudes, values, needs, and goals along with actions and interactions within the social environment. It provides an opportunity to help students develop an awareness of their inner mental selves. The special qualities of human existence – thought, reason and emotion are explored. Filmstrips titles are: *Awareness, A People Problem?, Between Two Worlds, Reflections, Riches Beyond Measure,* and *Understanding.*
Publisher: Nystrom, 1975

11–A **PHYSICS FOR CAREER EDUCATION** **C0369**

This 398 page student text has been written as a preparation for students considering a vocational-technical career. It is designed to emphasize physical concepts as applied to the industrial-technical fields and to use these applications to improve the physics and mathematics competence of the students. This text is written at a language level and at a mathematics level that is cognizant of and beneficial to most students in vo-tech programs which do not require a high level of mathematics rigor and sophistication. The manner in which the mathematics topics are integrated into the text displays the need for mathematics in technology. A large number of examples are included. The text is divided into four major areas: mechanics; matter and heat; electricity and magnetism; and light.
Publisher: Prentice-Hall, 1974

7–9 **CAREER EDUCATION IN APPALACHIAN MARYLAND, SCIENCE** **X0236**

Designed for use in science, the supplemental activities in this 45 page guide explore the world of work and can be incorporated into the existing course of study. Learning outcomes and resource materials are listed for each unit. To help students develop an awareness of science careers' interrelatedness and availability, to supply information for rational decision making, and to provide exploratory experiences to enable students to acquire the necessary skills for the various science careers are the goals for this program.
Developed by: Career Education Demonstration Project for Appalachian Maryland, 1973

9–10 **CAREER EDUCATION IN APPALACHIAN MARYLAND, HEALTH AND HUMANITIES** **X0245**

This 60 page guide contains course overviews and outlines, tests, career education concepts, learning outcomes, and supplemental activities for the *Health-Humanities I* course. The 18-week *Health* course provides career awareness and helps students understand the ingredients necessary for a healthy individual, society, and environment. In the 8-week *Decisions* course students learn decision-making skills, gain practice in applying the skills, and participate in activities similar to real-life situations. References are included.
Developed by: Career Education Demonstration Project for Appalachian Maryland, 1973

6–10 **CAREER EDUCATION IN APPALACHIAN MARYLAND, SCIENCES** **X0247**

This 34 page guide is a hands-on, lab-oriented approach to be used as the introduction to any investigative science from the 6th through the 10th grades. Students learn to use the scientific method for problem solving; tabulate data, draw, graph, and interpret graphs; and become familiar with basic metric terms. Lab activities, student investigation sheets, references for alternative activities, and career-oriented activities are included.
Developed by: Career Education Demonstration Project for Appalachian Maryland, 1973

SCIENCE

GRADE

6–10 **CAREER EXPLORATION IN THE LIFE SCIENCES** **C0237**

This 54 page notebook contains text, teacher's guide, duplicable student materials, and evaluation guide. Life science is the study of all living things, and the 3 areas in life sciences are agriculture, biology, and medicine. The various occupations (scientists, technicians and engineers) are explored, along with the corresponding educational requirements of each. Ecology is examined by studying the environmental factors affecting animals, plants and humans. Students also study air pollution, its causes, effects, and control. Zoology is investigated by classification schemes. The field of medicine is explored through conducting experiments in growing bacteria.
Developed by: Ohio State University, Center for Vocational Education, 1974

2–5 **CAREERS IN TECHNOLOGY** **C0234**

See complete entry under *Mathematics*.

5–9 **PEOPLE WHO WORK IN SCIENCE** **C0387**

See complete entry under *Multi-Cluster*.

7–9 **CEMENT, FROM QUARRY TO FINISHED PRODUCT** **T0143**

See complete entry under *Social Studies*.

6–9 **ENVIRONMENTAL MATH SERIES** **C0167**

See complete entry under *Mathematics*.

5–9 **PLANS FOR LIVING: YOUR GUIDE TO HEALTH AND SAFETY** **C0136**

See complete entry under *Home Economics*.

10–A **BIOMEDICAL SOCIAL SCIENCE – HEALTH AND SOCIETY** **C0208**

See complete entry under *Social Studies*.

9–12 **MINERAL FUELS** **T0214**

This 4 page unit provides students with an understanding of the formation, production and use of mineral fuels. Students discover that natural resources are limited and exhaustible. Students also become aware of the necessary processing of mineral fuels. This unit suggests films and resources.
Developed by: Thomas Sanders

5–12 **PLANETARIUM** **T0216**

This 5 page unit introduces the field of astronomy. Planetariums are used to increase awareness and stimulate understanding. This careerpac is designed to provide some basis for vocational and avocational pursuits. Students gain knowledge of the ways ancient cultures have contributed to and affected modern culture. Students learn the sky has been the basis of many religions and superstitions. This unit requires supportive material that may not be available in your area.
Developed by: Chuck Percival

6–8 **THE GEOLOGICAL SCIENCES** **T0138**

This 12 page unit contains nine student activities. Students develop a critical or analytical attitude leading to the possibility of developing an interesting hobby or exploring a career in the geological sciences. This unit suggests the use of supportive materials and resources.
Developed by: J. Padilla, P. Koenig

7–A **SCIENCE, TECHNOLOGY, AND SOCIETY** **C0443**

Produced by CBS News, this unit contains 8 tape cassettes and 1 introduction sheet. Experts from the various occupational areas emphasize the directions of scientific progress, stress the moral and social issues that will develop as a result of these efforts, and encourage listeners to think and act intelligently on the issues. Cassette titles are *Man and His Environment, Control of Heredity, Prolongation of Life, Death of a City, Mind Control Drugs, Weaponry, Nuclear Energy*, and *Space Exploration*.
Publisher: BFA Educational Media, 1972

SCIENCE

GRADE

7–12 **CAREER EXPLORATION IN EARTH SCIENCES** **C0238**

This 147 page notebook contains text, teacher's guide, duplicable student materials, and evaluation guides. Students study the earth sciences of geology, meteorology, and oceanography, and the occupations related to these sciences. Activities include the study of the origin and composition of rocks, examination of mineral and fossil samples, identification and investigation of some forces that alter the surface of the earth, construction of weather instruments to obtain data for a weather chart, experimenting with sea water and examining some oceanographic instruments.
Developed by: Ohio State University, Center for Vocational Education, 1974

8–12 **CAREER EXPLORATION IN THE PHYSICAL SCIENCES** **C0239**

This 138 page notebook contains text, teacher's guide, duplicable student materials, and evaluation guides. Students are introduced to the primary physical sciences, chemistry, physics, geology, and metallurgy; to simple measurement tools; and are taught to recognize the criteria used in selecting the appropriate tool for a given measurement. Areas investigated by students are the principles of physics in the fields of mechanics and electricity, chemical reaction as a basis for classification of matter, extractive and physical metallurgy, and the origin and composition of rocks and minerals and the forces altering the earth's surface.
Developed by: Ohio State University, Center for Vocational Education, 1974

10–A **BIOMEDICAL SCIENCE – RESPIRATION IN HEALTH & MEDICINE** **C0206**

This 3 volume set has been designed as an interdisciplinary approach to the biomedical sciences involved in respiration. The course is a combination of the basic principles of biology, chemistry and physics, and it is also linked to courses in mathematics and social sciences and their applications in the biomedical occupations. This program contains the lesson plans and appropriate teacher material for a 43 lesson sequence. Associated materials are contained in the student text and in the laboratory manual.
Publisher: The Biomedical Interdisciplinary Curriculum Project, 1975

7–12 **SCIENCE – SECONDARY METHODS** **T0056**

In this collection of 8 lesson plans the topics covered include career opportunities in health fields, the importance of good health in any occupation, the various occupations available in geology, research into biology related careers, and activities related to owning and operating a green house.
Developed by: ED 596, Al Renzelman, coordinator

6–8 **CAREERS RELATED TO PLANTS** **T0151**

This eight page unit was designed to accompany a study on plant root, stem, and leaf systems. Suggested activities include guest speakers, audio-visual materials and field trips. Students explore the many and varied careers and occupations related to the science of plants. The unit requires supportive materials that may not be readily available in your area.
Developed by: Mark Vivoda

10–12 **CHEMISTRY-OIL SHALE, SCIENCE & SOCIETY** **T0213**

This five page unit familiarizes students with the methods, social and environmental problems, and careers involved with the development of oil shale reserves in Colorado. For completion of activities, this unit suggests supportive material and resources.
Developed by: John Folwell, John Mikulas

7–12 **BIOLOGY CAREER INVESTIGATIONS** **X0046**

This 126 page manual helps connect the link between biology and biology-related careers. Fifty-seven well-organized, comprehensive investigations help busy teachers to provide time for relating students' laboratory work to the world of work and career opportunities. Each investigation concludes with an "Application" section which provides general occupational knowledge about the specific biology-related careers linked to the investigation.
Developed by: Laboratory School, University of Northern Colorado

7–9 **CAREER ACTIVITIES IN SCIENCE** **X0066**

This 143 page career exploration curriculum guide uses all 15 USOE occupational clusters plus an additional category, Industrial Arts, to show the practical relationships between science and the clusters' occupations for grades 7, 8, and 9. Career-related activities may be used as either entire class activities, small group assignments, or for individual study to enrich the regular school curriculum and are "plugged in" at the appropriate times to coincide with the subject's concepts.
Developed by: The Independent School District of Boise City, 1975

GRADE

7–12 **THE CHEMISTRY SERIES** C0627

This series includes 2 filmstrips, 2 cassettes, and 1 teaching guide. This documentary-style series is designed to show students the kinds of things people involved in chemistry careers actually do and how they feel about their work. The program includes interviews with chemists, scientists, and technicians at differing levels of education and experience. The teaching guide provides discussion and response questions, bibliographies, projects for further investigation, and filmstrip narrations. The filmstrip titles are *Herbicide Research* and *Water Purification.*
Publisher: Prentice Hall Media, 1977

8–12 **CAREERS IN SCIENCE** C0728

This unit contains 4 filmstrips, 4 cassettes, and 1 teacher's guide. This program examines the fields of biology, chemistry, physics, and radiology and emphasizes the increased demand for trained scientists due to advances in scientific understanding. A professional from each of these fields discusses the range of careers, the general nature of the work for the specific careers, and the educational requirements. The importance of career and educational planning and the scientists' contributions to the maintenance and improvement of human society are stressed. The filmstrip titles are *Biologist, Chemist, Physicist,* and *Radiologist.* Teaching aids are included.
Publisher: Educational Dimensions Group, 1978

SOCIAL STUDIES

GRADE

8–12 **THE USABLE LAW PROGRAM** C0429

This program includes 6 filmstrips, 6 cassettes, 6 study books, and 6 teacher's guides. This series is designed to prepare learners to effectively use the law and avoid legal problems through an understanding of their basic legal rights and responsibilities. Each of the six filmstrips presents an area of the law essential to responsible citizenship and makes clear the legal realities which are critical to daily living. It describes the United States as founded on the principle of government by law and that each person in our society is held accountable for violations of the law.
Publisher: BFA, 1976

2–5 **OUR LIVING CITY** C0426

This 2-part series includes 8 filmstrips, 4 cassettes, and 1 teacher's guide. This set explores the large city, its sights and sounds, and the many events that keep it functioning. Each filmstrip focuses on a different aspect of the many-sided metropolis. Throughout, the city is seen as an exciting, stimulating place in which to live – provoking children to see their own city with a fresh vision and providing a better understanding of cities in general, their complexity, and their interaction with farms, suburbs and other cities.
Publisher: BFA, 1970

5–9 **MAN AND ENVIRONMENT: CRAFTS AND RESOURCES** C0436

This program includes 8 filmstrips, 8 cassettes, and 1 teacher's guide. This series explores a unique aspect of comparative geography – the effect of physical environment on the development of regional crafts. Throughout the world man has basic needs, such as food, clothing, and shelter; but specific environments require special tools and utensils. It describes the traditional craftsman that produces what his society needs by combining his skill with the resources of his environment. Unit titles are: *Wooden Trunks, Plant Fiber Bags, Reed Mats, Woolen Blankets, Stone Grinding Tablets, Cane Baskets, Reused-Tin Braziers,* and *Decorative Crafts.*
Publisher: BFA, 1967

9–A **SOCIAL DIRECTIONS, LIVING IN THE FUTURE: NOW** C0439

This program has 4 filmstrips, 4 cassettes, and teachers guide and continues the explorations of values and changes begun in *Individual Choices, C0432. Communications and Mass Media* discusses the fact that there are unprecedented opportunities to increase knowledge through the communications media. This also creates the fear that mass communications encourage people to become more and more alike. *Power and Institutions* explores the fact that the size and complexity of modern civilization create a need for bureaucracy to handle many of its needs and functions. This makes it very tempting and easy to allow a bureaucratic elite to make all the decisions in the name of efficiency. *Science & Technology* defines technology as the application of scientific principles to the solution of practical problems. People are becoming more skeptical about its side effects, such as crowded cities, separation of people from nature, and destruction of the environment, to name a few. *Economics* explores the different economic theories and suggests that other issues will be important in the future – national and international interdependence, the relationship between personal values and the economic system, and welfare.
Publisher: BFA, 1975

4–12 **RIGHTS AND RESPONSIBILITIES** C0440

This program consists of 10 filmstrips, corresponding cassette narration and teacher's guide and deals with those rights in the Constitution concerning equality. The spread of equality is traced from religious equality to sexual equality, labor, voting and racial equality. Unit titles are: *Birthright: Equality; Birthright: Freedom; Birthright: Justice; Equality: One Man, One Vote; Equality: Fair Housing; Freedom: Wall of Separation; Freedom: Protest and Civil Disobedience; Justice: Right to Privacy; Justice: Right to Silence;* and *Rights in Conflict.*
Publisher: BFA, 1969

6–9 **ECONOMICS OF THE CITY, MAN AND THE CITY SERIES** C0425

This program consists of 6 filmstrips, 6 cassettes and teacher's guide. These units examine the relationships found in all cities – such as between producers and consumers, goods and services. Real life situations are used to demonstrate these relationships, and real people are interviewed for their contributions to society. The relationship between economic factors and such things as transportation, population size, change, mass production, and decision making are emphasized as they relate to people. Unit titles are: *The Life Cycle of a City, The Economics of Change: Westwood Village, A City Needs Goods, A City Needs Services, Specialization and Mass Production, Cities Are Run By People.*
Publisher: BFA, 1972

7–A **SOCIAL SECURITY TEACHING AIDS** C0612

See complete entry under *Employability Skills.*

SOCIAL STUDIES

GRADE

9–11 **MENTAL ILLNESS** T0211

This 5 page unit assists students in gaining a better understanding of mental illness and introduces them to the facilities and treatment for patients at Colorado State Hospital. The unit creates an awareness of the variety of professional and nonprofessional careers associated with a mental hospital. This unit was designed for students enrolled in high school psychology. Throughout the unit, reference is made to the Colorado State Hospital. It includes a list of visits and guest speakers. This unit can be adapted to other studies related to mental illness.
Developed by: Juanita Satterlee

6–8 **COLORADO RAILROADING** T0145

By exploring the various aspects of railroading in southern Colorado, this 10 page unit stimulates a student's interest in possible careers in railroading. It emphasizes history, modern operation, future development and impact of railroading on the nation and southern Colorado. There are 4 activities including a short written report and mathematical story problems.
Developed by: M. Gregorich, J. Bergles, G. Hoeglund, W. Bregar, and W. Appugeise

K–5 **THE DAIRY** T0249

This five page unit is designed to explore the dairy and to develop an awareness that milk products are one of the four basic food needs. Students work on the concept of measurement. Most activities are centered around a field trip to a dairy.
Developed by: M. Wallace, M. Mattingly, M. Lane, D. Hauser

1–4 **THE FAMILY** C0431

See complete entry under *Guidance*.

3 **CAREER EDUCATION IN APPALACHIAN MARYLAND, SOCIAL SCIENCES** X0233

The units in this 69 page guide contain career education concepts and career awareness activities to coordinate career education with the social studies program. Students discover work provides various satisfactions, workers produce goods and services, change creates and eliminates jobs, and geographic location determines the kinds of work found in an area. Activities and behavioral objectives are included for art, homemaking, language arts, math, music, physical education, science and social studies. Students realize the importance of work and develop positive attitudes toward themselves and others.
Developed by: Career Education Demonstration Project for Appalachian Maryland, 1973

4 **CAREER EDUCATION IN APPALACHIAN MARYLAND, AWARENESS** X0234

The units in this 77 page guide contain career education concepts and career awareness activities to help teachers coordinate career education with the social studies program. Activities and behavioral objectives are included for the following subject areas: art, homemaking, language arts, math, music, physical education, science, and social studies. Students expand their world-of-work concepts; become aware of the interdependence of work and worker; gain skills; and develop positive attitudes toward themselves and others.
Developed by: Career Education Demonstration Project for Appalachian Maryland, 1973

6–12 **HOW A MARKET ECONOMY WORKS** C0354

This 86 page book emphasizes the importance of each person's understanding of her/his own role as well as the roles of others in the social and economic system. The factors and functions of a market economy, the different kinds of business firms, the economic roles of government and households, national income, and economic growth are discussed. A look into the future and a glossary of terms are included.
Publisher: Lerner Publications Company, 1970
Distributor: E. M. Hale

9–A **THE AMERICAN WORKER** C0577

This 327 page volume traces the role of labor from the beginning of the republic through the struggles and achievements of the American labor movement to the unions of the space age. An essay on the future of collective bargaining is included. The functions of labor in American society have been handsomely illustrated in a series of picture essays and reading portfolios. This bicentennial history is a project of the U.S. Department of Labor.
Publisher: U.S. Government Printing Office, 1976

SOCIAL STUDIES

GRADE

K–6 **CAN YOU IMAGINE?** **C0014**

This program of four filmstrips, two cassettes and a six page teacher's guide is aimed at broadening a child's life experience by exposing him to four exciting and different activities: mountain climbing, sailing, gliding, and scuba diving. Children are limited only by their imaginations, and these filmstrips are designed to stimulate those imaginations by presenting such themes as setting realistic goals, accepting personal challenges and making personal choices. Titles of the filmstrips are: *How Tall Is Your Mountain?*, *How Wide Is Your Ocean?*, *How High Is Your Sky?*, and *How Deep Is Your Sea?*.
Publisher: Learning Tree Filmstrips, 1975

2–6 **YOU'RE THE ONLY YOU** **C0015**

This set of 4 filmstrips, corresponding cassette narration, and 4 page teacher's guide is the first part of a series, The Expanding Environment is designed to open a child's eyes to the universe and emphasizes the fact that he/she is a very special part of the universe. Although your home, neighborhood, and street are like millions of others, they are unique and special because they belong to you – and there is only one you. Titles are: *Earth and Universe; Throughout The Wide World; Your Country, City, Neighborhood and Family;* and *The One and Only You.*
Publisher: Learning Tree Filmstrips, 1974

3–6 **FREEDOM: WHAT IT'S ALL ABOUT** **C0038**

This kit of 2 filmstrips, corresponding cassette narration, and two teacher's guides/reading scripts is part of a larger series which enables students to conceptualize freedom in the social sense – why we have rules and laws, who makes them, who carries them out, and how individuals in a democratic society participate in this process. The series also develops the idea of organized units of society, each with certain necessary rules and laws – the family; the school; town, city, state and federal governments. Titles in this kit are: *Freedom and You* and *Freedom and Others.*
Publisher: Family Films, 1974
Distributor: Singer/Society for Visual Education

1–6 **CHILDREN OF THE INNER CITY** **C0036**

This set of 2 filmstrips, corresponding cassette narration, and two teacher's guides/reading scripts is part of a set of six units which try to provide a sense of identity for minority group students and a basis for understanding and respect in others. It also tries to provide a positive attitude toward the many different cultures which contribute to the American Society and to encourage students' self-esteem and pride in their own individual cultural, ethnic and racial backgrounds. Titles are: *Gail Ann, Kentucky Mountain Girl* and *Jose, Puerto Rican Boy.*
Publisher: Singer/Society for Visual Education, 1970

9–11 **PEOPLE AND THE CITY** **C0339**

This unit contains 4 student texts and 1 teacher's guide. This program was developed for low achievers, and the reading level is in the sixth grade range. It is designed to teach students fundamental knowledge that everyone, regardless of vocation, needs in order to "make it" in the city. As consumers they need to be aware of sales traps and how to avoid them; as job seekers, they need to know some of the characteristics of the job market and how to "play the game" in order to get the jobs that they want. The booklets contain readings from books, magazines and newspapers in which a variety of people relate their personal experiences in city life. Unit titles are: *Who Needs School?, Needs and Services, Getting Jobs,* and *Crime and Safety.*
Publisher: Scott, Foresman & Co., 1974

4–9 **CITY PROBLEMS AND ALTERNATIVES, MAN AND THE CITY, SERIES II** **C0433**

This kit contains 6 filmstrips, 6 cassettes and teacher's guide. This series examines the city as a living thing. The interdependence of people, business, industry, and government makes and keeps cities livable, and people have control over these factors. *Transportation In the City* examines the need for an inexpensive public transportation system that meets the needs of the people. *The Inner City: Isolation & Unemployment* examines the life styles of inner city dwellers and the problems that are prevalent there. *Pollution: The City's Air* discusses the sources of air pollution and suggests that new ways of control may mean drastic changes in methods of transportation and industrial production. *Pollution: Water & Garbage* shows the need for new solutions to waste control that do not use up the finite resources of water and land. *Planning Our Cities* explores the role of city planner – that one must make sure that a city's housing, transportation, industry, schools and recreational facilities serve its people in the most efficient way possible . . . *A New City* is Valencia, California, which has been carefully designed to eliminate all the problems that were discussed in the first five filmstrips.
Publisher: BFA, 1972

SOCIAL STUDIES

GRADE

K–6 **WILLIAM, ANDY AND RAMON AND FIVE FRIENDS AT SCHOOL** **C0442**

This program contains 6 filmstrips, 6 cassettes, and teacher's guide. The three boys in the title represent different racial and national origins, and this program demonstrates the type of friendship that they share. Each child has a different point of view, yet they all have positive attitudes – they are proud of their parents, their school and their backgrounds. Unit titles are: *Our Families, We Live Here, We all Work, Our School, We Learn on a Trip, Finding Our Way*. Although this audiovisual program was designed to use with a social studies text of the same name by Holt, Rinehart, and Winston, Publishers, it is not necessary to have the text in order to use the program effectively.
Publisher: BFA, 1967

K–3 **PRIMARY ECONOMICS** **C0441**

This kit contains 4 filmstrips with corresponding cassette narration and a teacher's guide. Drawing upon everyday situations, the basic concepts fundamental to the understanding of economics are introduced. *Daniel's Birthday: Choosing Goods & Services* shows four-year old Daniel learning the difference between goods, like a football, and services, such as mother serving cake and ice cream. *Michael's Moon Store: Producing Goods and Services* has Daniel visiting his friend who has decided to go into business. Michael explains that he will be the producer of the goods and that Daniel and his friend will be the consumers. Daniel looses his pet duck, and this is the basis for the unit *A Collar for Patrick: Buying Goods and Services*. Once the duck is found, Daniel goes to a pet store to get it a collar. There he learns that collars are goods which cost money. Daniel must learn where money comes from in order to earn some to buy a collar. When his mother takes a job in the neighborhood bank, *Adam Builds A Bank: Saving for Goods & Services* is a result. Adam's cardboard bank is now open to neighborhood children, and Adam has his own ideas about what children will want to deposit.
Publisher: BFA, 1970

6–A **LOOKING AT THE FUTURE: SYSTEMS THINKING** **C0420**

This program contains 4 filmstrips, 4 cassettes and teacher's guide. It is designed to introduce students to the concept of systems thinking: the ability to look at the whole picture rather than at one specific problem within the picture. *Systems Thinking* is suggested as a method for overcoming problems as opposed to *Tunnel Vision*, the focusing in on one aspect of a problem. This series applies the systems thinking method of problem solving to dealing with social change and to an understanding of the interdependence of man-made systems all over the world. Unit titles are: *Tunnel Vision: A Great Invention, What is a System?, What Kind of Change? Revolution or Evolution?, Interdependence.*
Publisher: BFA, 1975

K–3 **WORKERS SERIES** **C0284**

See complete entry under *Multi-Cluster*.

9–12 **CITY GOVERNMENT** **T0221**

See complete entry under *Language Arts*.

2–5 **CAREERS IN TECHNOLOGY** **C0234**

See complete entry under *Mathematics*.

Pre–1 **HAPPY HANDS** **T0246**

This 4 page unit enables children to become more aware of their environment outside the home and school and develops a positive social attitude toward peers and adults by teaching students to take turns and work in a group. In the play dough activity students develop eye-hand coordination and small muscle control. Materials required can be found in most kitchens. The planned trip to the supermarket is a real learning experience for the students.
Developed by: Edna Dudrick

7–9 **CEMENT, FROM QUARRY TO FINISHED PRODUCT** **T0143**

Suggested activities are provided in this 12 page unit. The purpose of this career pac is to introduce and familiarize the student with the various careers available at the Ideal Cement Company. It points out the use of math, science and social studies as they relate to various activities pertinent to this company.
Developed by: R. Carochi, L. Johnson, D. Tomar

SOCIAL STUDIES

GRADE

4–6 **WORKING IN U.S. COMMUNITIES, GROUP I** C0051

These two filmstrips, corresponding cassette narration, and two teacher's guides/reading scripts are the first part of a two part series designed to introduce simple concepts of economics. In "visits" to communities, students see how history and geography influence the kind of businesses that developed in a particular area, how a majority of residents make their living, and how the work and products of the community contribute to the economy of the whole country. Group I concentrates in depth on needs and activities in "single industry" communities. Titles are: *Old Southbridge and Mystic Seaport: Historic Communities* and *Douglas, Wyoming, Ranch Community.*
Publisher: Singer/Society for Visual Education, 1970

1–4 **ROBERT AND HIS FAMILY** C0037

This kit contains two filmstrips, corresponding cassette narration, and two teacher's guides/reading scripts. These are part of a larger set whose purpose is to help students visualize the role of the family in the community and to help students better understand their responsibilities to other members of their families and members of the community. It also helps students visualize the many elements which make up a neighborhood; the nature of the community; and the goods, services, and recreational facilities a community provides. Titles are: *Robert's Family at Home* and *Robert's Family and Their Neighbors.*
Publisher: Singer/SVE

4–9 **THE YOUNG AMERICAN SERIES** C0138

This set of 5 booklets and teacher's guide develops the meaning of responsible citizenship. *In Your Family* gives the student a basic frame of reference in the home. *In Your Community* describes the functions of the local community and the citizen's role in it, community services, types of community workers, and local laws and government. *In Your State* discusses the structure of the state government and the state constitution. It outlines state services, the purpose of taxes, and the role of the citizen in elections. *In Your Country* presents the functions and branches of the United States government. *Know Your Rights* provides a brief Bill of Rights. The reading levels of the books range from Grade 2.7 to 3.1 (Spache).
Publisher: Fearon Publishers

1–6 **LIVING AS NEIGHBORS AND OUR GROWING CITY** C0171

The unit includes 6 filmstrips, 6 cassettes, and 1 teacher's guide. The first 3 strips introduce the people and the variety of resources in a neighborhood within the city. The central characters, who are all multi-ethnic, examine signs, transportation, and communication to learn about their neighborhood. The next 2 strips develop further the concepts of the needs of people in a city, the many services and materials required daily, and people's dependence upon one another. The final strip traces the evolution of settlements from prehistoric times to the present.
Publisher: BFA

7–12 **LIFESTYLES AND ROLES** C0325

This program includes 5 filmstrips, 5 cassettes, 10 student activities (a total of 13 copymasters), 8 student readers, and 1 teacher's guide. The program objectives are designed to: increase recognition of the problems faced by people throughout history, compare and contrast the changing roles of individuals and families, develop an appreciation for the contributions and importance of the common person, and instill a sense of American cultural identity. Filmstrip titles are: *Frontier Family, Spare Time, Emancipated Woman, Pictures from the Twenties,* and *Advertisements for Myself.*
Publisher: Nystrom, 1975

3–6 **YOU AND MASS PRODUCTION** C0048

This kit of two filmstrips, corresponding cassette narration, and 2 teacher's guides/reading scripts is part of a larger series designed to show a progression of concepts, from how mass production came about after the American Revolution, to how it works. The unit *From One-by-One to Lots and Lots* traces the history of mass production. The unit *The Paper Bag* illustrates what is meant by mass production, the manufacturing of large quantities of interchangeable, or uniform parts.
Publisher: Singer/SVE

4–A **DENVER CITY GAMES** C0571

This 72 page workbook introduces readers to Denver's historical and cultural heritage through creative games. Each game introduces a certain place. Once there, individuals can experience the location in their own special ways. Designed primarily for youngsters, the book includes a level of interest for adults. A cultural calendar of annual events with reference phone numbers is included.
Publisher: The Children's Museum of Denver, Inc., 1977

SOCIAL STUDIES

GRADE

10–A **BIOMEDICAL SOCIAL SCIENCE – HEALTH AND SOCIETY** **C0208**

This 2 book unit has been designed to meet two major criteria, first to allow students to explore social and psychological dimensions of health, disease, and health care delivery. The second is to provide a thorough grounding in social science, and this is accomplished with a biomedical perspective. This unit has been designed to be used with two other units, but each is independent of the others. The unit enables students to approach a health care problem from many perspectives, including the economic, the political, social, cultural, psychological, ethical and ecological perspectives. The two related units are *Biomedical Science (C0206)* and *Biomedical Mathematics (C0207).*
Publisher: The Biomedical Interdisciplinary Curriculum Project, 1975

3–9 **DAM CONSTRUCTION** **T0285**

This 10 page unit aids students to discover and understand the importance of water conservation, city planning, and the mechanics of building a dam. In the planning and construction of this model dam, the children become aware of the work force of local and nonlocal persons. By becoming aware of the work involved the student will be able to contribute to better living in his/her future community. The activities provide group sharing and working toward a common goal with higher levels of material and resources. This unit would be excellent in junior high classes.
Developed by: Joanna Green, Becky Mowry

10–12 **URBAN GROWTH TRENDS** **T0230**

This 8 page unit is designed to provide high school students with opportunities to examine and interpret trends in urbanization in post Civil War U.S. history. These opportunities provide avenues which students may pursue toward gaining increased insight into the worth of urban planning in American society. This unit contains an appendix of resource materials valuable for this unit.
Developed by: William Cummings, Charles DePietro, Peter Klos, John Lenhart

9–12 **WESTERN HISTORY** **T0229**

The purpose of this 6 page unit is to develop an understanding of our western tradition, cultures, and life styles. The structure of western study will be based upon exposure to the following areas: economics, safety, humanities and government.
Developed by: Joe Bonequista, Bob Murphy

10–12 **SOUTHWEST** **T0228**

In this 4 page unit students become aware of the effect of conservation in the Southwest and of the major water sources that both hinder and help the area. Students obtain an understanding of the total cultural, social and economic impact of the Southwest upon society. Specific materials and resources are referred to, but these can be adapted to each local area.
Developed by: Art Benfield, Kathy Thomson

K–3 **CAREER PAC ON COMMUNICATIONS** **T0252**

This 27 page unit develops student recognition of the personal and social significance of work, and the concept that every occupation contributes to society. Students develop an awareness of the way an individual expresses oneself through the field of communications. Students learn about primitive communication and demonstrate communication through drawings. Suggested materials and resources that are listed may be unavailable in your area. This unit suggests nine student activities which introduce the students to forms of communication such as the postal system, newspapers, radio, TV, and the telephone.
Developed by: Beverly Corder, Betty Schmidt, Sheila Hackworth

3–7 **MARKET ECONOMY** **C0174**

The unit includes 6 filmstrips with corresponding cassette narration and one teacher's guide. This series deals with the relationships between producers and consumers and between environment and products in a market economy. Each filmstrip explores the life of a different individual and the degree of dependence on the market. By examining in a parallel fashion such factors as family life, transportation, cultural and environmental conditions, students are able to compare the various elements of the market economy – an economic system prevalent in developing countries throughout the world. The titles are: *Introduction, Subsistence Farmer, Craftsman, Specialized Farmer & Specialized Vendor, Traveling Vendor,* and *Store Owner.*
Publisher: BFA

SOCIAL STUDIES

GRADE

6–9 **PUEBLO TOURISM: A GRAND TOUR OF PUEBLO** T0147

This 7 page unit contains activities designed to interest students to serve as junior guides at an historical or natural attraction within their area. A few of the activities require community resources and take the student out of the school into the world of work. This unit would require adaptation to local conditions and resources.
Developed by: Diana Hargraves

K–6 **SOCIAL STUDIES – ELEMENTARY METHODS** T0052

In this collection of 10 lesson plans, the career education concepts of self-awareness and career awareness and the importance of all work are emphasized. Each unit has stated objectives, suggested activities, materials needed, and an evaluation of how the unit was received in the classroom.
Developed by: ED 596, Al Renzelman, coordinator

6–12 **SOCIAL STUDIES – SECONDARY METHODS** T0060

This collection of 11 lesson plans has been developed for and used in social studies classes. Each lesson plan lists its objectives, activities, and materials used. The instructor also comments on how the unit was implemented in the classroom and how it was received by the students.
Developed by: ED 596, Al Renzelman, coordinator

2–4 **EXPLORING THE WORLD OF WORK** C0231

This 70 page unit includes text, teacher's guide, duplicable student materials, and evaluation guides. A wide variety of occupations in the service and goods producing areas are explored. The unit focuses upon the distinction between goods and services, the concepts of occupational area and specialization, job preparation, personal needs and life styles and their relation to work, the function of work in meeting community needs, volunteer workers in a community, and finally, the influence of geographic area upon occupations.
Developed by: Ohio State University, Center for Vocational Education, 1974

8–12 **WORK/WORKING/WORKER** C0386

This program includes 3 filmstrips, 3 cassettes, and 1 teacher's guide. This three-part series presents an overview of historical and contemporary developments in people's attitudes towards work. Part 1: "The Business of Staying Alive" traces the historical, social and cultural determinants that have given work its various and changing meaning from prehistoric times to postindustrial American society. Part 2: "What Do You Want To Be When You Grow Up?" investigates how American children are transformed from children who play into adults who work. Part 3: "Workers Talk About Work," is a series of interviews with eight contemporary Americans that explore divergent attitudes that people have about work.
Publisher: Guidance Associates, 1976

7–9 **BO-CEC SOCIAL STUDIES RESOURCE GUIDE** X0024

This 315 page career education curriculum guide supplements the usual social studies classroom instruction and serves as a vehicle for the infusion of occupational information into geography, American history, and American government studies. The units emphasize the practical application of skills in these areas by providing students with information about business and office occupations in a variety of settings. Other features include teacher's aids and self-awareness activities.
Publisher: National Business Education Association, 1974

8–12 **WOMEN AT WORK: CHOICE AND CHALLENGE** C0392

This program includes 2 filmstrips, 2 cassettes and a discussion guide. The two-part program explores the changing roles of women in the labor force and the challenges these changes have generated. It also considers the alternative lifestyles available to women as a result of these changes and challenges. Education, child care, household management and leisure time are just some of the areas of life that have been influenced by these changes. The program examines these and others from both historical and personal perspectives.
Publisher: Guidance Associates, 1975

7–9 **CAREER ACTIVITIES IN SOCIAL SCIENCE** X0067

This 135 page career exploration curriculum guide uses all USOE occupational clusters plus an additional category, Industrial Arts, to show the practical relationships between social studies and the clusters' occupations for grades 7, 8, and 9. Career-related activities may be used as either entire class activities, small group assignments, or for individual study to enrich the regular school curriculum and are "plugged in" at the appropriate times to coincide with the subject's concepts.
Developed by: The Independent School District of Boise City, 1975

SOCIAL STUDIES

GRADE

3–6 **OUR UNITED STATES** C0177

This unit of 2 captioned filmstrips presents the ideals our forefathers fought for and set forth in the Declaration of Independence and the Constitution. The series emphasizes both the rights and responsibilities of young citizens and illustrates the many freedoms that we take for granted today. The titles are: *Freedom, Part I* and *Freedom, Part II.*
Publisher: BFA

4–7 **UNDERSTANDING CITIZENSHIP** C0176

This unit of 3 captioned filmstrips describes the Bill of Rights and the Pledge of Allegiance as bases on which to build an understanding of how citizenship functions. These strips show what the documents provided for us and how they protect us. They stress the need to preserve our heritage of both individual and collective freedoms. The titles are: *The Bill of Rights, Good Citizenship,* and *The Pledge of Allegiance to the Flag.*
Publisher: BFA

1–4 **HARBOR COMMUNITY** C0175

The unit includes 4 captioned filmstrips and 1 teacher's guide. It describes a harbor as more than just ships and cargo. It describes the tugboats that haul heavy barges, the fireboat that pumps thousands of gallons of seawater through its water guns, and the harbor pilot guiding ships and crews through the proper channels. The titles are: *What Is A Harbor?, Hardworking Tug, Fireboat,* and *Harbor Pilot.*
Publisher: BFA

K–6 **VALUES SERIES** C0188

This series of 8 units of 8 posters each presents a variety of problems common to younger children – problems of honesty, courage, self-concept, and relations with others. Questions are provided for the teacher to guide discussions. Titles are: *My Home, My Friends, People I Don't Know, My Community, My Neighborhood, My School, My Class, My Family.*
Publisher: BFA

1–3 **SELF AND FAMILY** T0271

This eight page unit creates student awareness of their community and their families' life roles at school, at home, on the job, and in the community. Through a questionnaire, this objective becomes realized. Activities revolve around discussions and booklets the students prepare as attitudes and new knowledge of the family are compiled.
Developed by: Wanda Moore and Sue Wood

9–12 **INDIVIDUAL CHOICES, LIVING IN THE FUTURE: NOW** C0432

This program includes 4 filmstrips, 4 cassettes, and 1 teacher's guide. This program is designed to help students clarify their values on such topics of contemporary interest as life styles, the family, work, leisure, liberty, and individualism. The filmstrips encourage students to examine their own values, to consider the values of others, to weigh the consequences of their choice and to confirm or redefine their own values. The program shows the opinions of students themselves as well as those of experts in their respective fields. Filmstrip titles are: *Our Changing Values, Lifestyles In and Out of the Family, Work and Leisure,* and *Liberty and Individualism.*
Publisher: BFA, 1974

1–2 **FAMILY UNIT** T0269

In this seven page unit, the primary student becomes aware that family members must work together in meeting their basic needs. The student gains knowledge on how important it is that he become a responsible member of the family who can be relied upon to do his share of the family tasks because others are dependent upon him. The student becomes aware of his own attitudes and the attitude of his family and learns to appreciate the family unit. Specific materials are correlated to the suggested activities.
Developed by: Leona Butler

10–12 **AMERICAN HISTORY** T0232

In this eleven page unit, students learn to relate at least 10 interesting jobs to a specific period in American History. Students then trace these jobs through different economic structures and determine historically the good and poor times for the occupation in which they are interested.
Developed by: John Merriam

SOCIAL STUDIES

GRADE

9–12 **ECONOMICS, A COMMUNITY RESOURCEPAC** T0224

This 12 page unit consists of two parts. The academic section requires supportive material that will need advance scheduling; the practical section consists of a simulation applying economic principles. Students experience what it's like to have a career and to help build society. Students see how our integrated society works by being involved in a miniature society. Students themselves set standards of success and research their chosen career in relation to life roles. This unit was designed for students taking basic economics.
Developed by: Robert E. Campbell

10–12 **PUEBLO CITY GOVERNMENT** T0227

This 9 page unit explores careers available in city government by researching the structure, purpose, operation and results. Students interview a specific employee in government and report orally to their classmates. The unit's activities include guest speakers and preliminary discussion topics concerning city government. It refers specifically to Pueblo city government but can be easily adapted to any city government.
Developed by: Pam Holder

10–12 **ELECTING OUR LEADERS** T0231

In this 8 page unit students experience an election as a participant in a simulation activity. Students observe the functions of the electoral system. The following topics are considered: the two party system, political parties in action, the right to vote, and nominating and electing our leaders. New career possibilities surface as the student learns more concerning our government. Suggested films are listed.
Developed by: Robert E. Campbell

7–12 **VALUES AND ATTITUDES** C0324

This program includes 5 filmstrips, 5 cassettes, 8 student readers, 11 student activities (a total of 12 copymasters) and 1 teacher's guide. The program objectives are designed to: provide a broad sociocultural history of America, trace the evolution of religious and secular values, develop the ability to see relationship between people and events, and increase recognition of the problems faced by people throughout history. Filmstrip titles are: *Freedom and Morality*, *The Work Ethic*, *Prejudice*, *Rules of the Game*, and *Two Generations*.
Publisher: Nystrom, 1975

K-2 **LIVING WITH YOUR FAMILY** C0039

This kit of 2 filmstrips, corresponding cassette narration, and 2 teacher's guides/reading scripts is part of a larger series designed to promote in small children basic understandings about family life, and the idea that happiness in the home is the responsibility of each individual. The unit *What is a Family?* illustrates that families differ in size, in composition, and in the ages of the members and that family members provide care and concern for each other. The unit *The Family Has A New Baby* emphasizes the need for preparation for a new baby, that there is a need for mutual support in the family, and highlights the fact that babies need love and care to grow and develop properly.
Publisher: Singer/SVE

4–9 **BASIC CONCEPTS IN ECONOMICS** C0179

This set of 6 filmstrips, 6 cassettes and teacher's guide helps the student understand basic concepts of economics. The units help define the roles of consumers and producers, identify factors of production, recognize the values and the disadvantages of specialization, describe ways in which we are interdependent, and relate economic factors such as banking and advertising to their own lives. Unit titles are: *Producers and Consumers: Why Do People Work*, *Factors of Production: What Do We Need To Get Work Done*, *Specialization: How Do We Organize To Get Things Done*, *Economic Interdependence: Can We Live By Ourselves*, *Saving and Lending: What Do Banks Do With Our Money*, *Our Market Economy: Who Tells People What to Make*.
Publisher: BFA

7–9 **TECHNOLOGY AND CHANGE** C0323

This program includes 5 filmstrips, 5 cassettes, 8 student readers, 9 student activities (a total of 14 copymasters), and 1 teacher's guide. The program objectives are designed to: provide a broad sociocultural history of America; instill a sense of American cultural identity; examine the effects of technology and change on ordinary people; help students understand the casual relationships that make people not only products of their past, but also creators of their future; and develop the relationships between people and events. Filmstrip titles are: *Super Grow*, *Machines of Plenty*, *Interchangeable Parts*, *Workingmen's Blues*, and *Cities*.
Publisher: Nystrom, 1975

SOCIAL STUDIES

GRADE

7–A **NON-TRADITIONAL CAREERS FOR WOMEN** **C0499**

This unit contains 2 filmstrips, 2 cassettes, 1 teacher's manual/filmstrip scripts and is a part of the CAREERS programs. Part 1 reviews the historical role of women in the U.S. labor market, and interviews illustrate the career possibilities for women in previously male-dominated fields. Part 2 reveals the diversity of careers, the increased training opportunities, and the economic need for women in the labor market. The teacher's manual includes related activities.
Publisher: Pathescope Educational Films, Inc. and The Associated Press, 1974

10–12 **POVERTY** **T0225**

In this 10 page unit students discover the meaning of poverty, from financial limitations to the emotional impact on the individuals involved. The student will discover the cost of continuing poverty to society. This unit emphasizes the attitudes and values for others who have financial and social problems. Six activities accompany this unit with specific resource materials required. Along with a pre- and post test, "Star Power" (a game in which a low mobility three-tiered society is built) is included.
Developed by: Betty Grant

9–12 **CONGRESS** **T0222**

This 3 page unit was designed to accompany texts in American History. Through participation in a mock senate meeting, students develop important concepts of intelligent voting and gain a respect for the difficulties involved with lawmaking. Along with the meeting, students learn about constitutional law, functions of the senate and operational procedures of the senate. Participation in group activities is emphasized.
Developed by: Clyde Pearson

K–4 **HERITAGE** **T0251**

By actively participating in role-playing games suggested in this 8 page unit, the students become aware of the social and economic interdependence existing within the family unit and society. Also, special emphasis is placed on one's heritage, and how it has affected both the family unit and society. Attitudes, decision making and sharing of responsibilities are stressed. The community resources are specific but can be adapted to your area. This unit was developed for use by a bilingual or bicultural program.
Developed by: Consuelo Chavez

8 **STUDENT HANDBOOK IN CAREER EDUCATION** **T0046**

This 14 page unit was designed to be used in correlation with American History classes. It points out economic and social conditions which affect careers, and it initiates discussion on automation (inventions etc.). The handbook also introduces students to attitudes which affect job success. This unit requires supportive materials which may not be readily available in your area.
Developed by: Jannice Rippetoe Cromwell

7–12 **PHOTOGRAPHY: SMILE YOU'RE ON CANDID CAMERA** **T0122**

This 10 page unit creates student awareness of the influence photography has in communicating ideas to the world via printed matter, TV, and movies. Field trips as well as guest speakers are listed activities. The unit requires local resources such as a photographer, television studio and newspaper office. A bibliography is included.
Developed by: Frances Myers

7–9 **LABOR UNIONS** **T0146**

This 7 page unit includes activities and supplemental reference material. The unit enables students to develop an awareness of some of the less publicized, but essential aspects of obtaining employment. It specifically deals with labor unions.
Developed by: J. Admaich, S. Bryson, R. Giordano, S. Miller, J. Yarnell, and C. Murray

7–A **SUBJECT: SOCIAL STUDIES/OBJECT: CAREER OPPORTUNITIES** **C0605**

A part of the CAREER OPPORTUNITIES BOXES, this unit contains 100 job cards, 1 contents card, 1 DOT card, and 1 user's guide. Representing many educational and occupational levels, the alphabetized cards contain job descriptions and forecasts for 100 social studies-oriented careers. Each card presents the following: nature of work, relation to discipline, duties, working conditions, educational and personal qualifications, earnings and advancement, outlook, related careers, and information sources. Activities and projects are included.
Publisher: Time Share – A Houghton Mifflin Company, 1975

SOCIAL STUDIES

GRADE

7–A **NEW CITY TELEPHONE COMPANY SIMULATION GAME** **C0494**

This unit contains 1 cassette, 6 student booklets, 6 transparencies, 1 information guide, and 1 teacher's manual/filmstrip scripts. Designed primarily for high school and college students, NCTC provides opportunity for group discussion, decision making, goal setting, listening, and note taking. Two teams of 5 or less students are presented with 4 different management problems requiring decisions to achieve company goals. Students discuss the role of the privately-owned, government-regulated corporation; labor-management relations; leadership; and career choice.
Publisher: Simile II, 1974
Distributor: Mountain Bell

9–10 **CAREER EDUCATION IN APPALACHIAN MARYLAND, SOCIAL SCIENCES** **X0249**

This 114 page guide unifies 9th grade social sciences around the career development theme. Career education concepts and activities help students evaluate themselves and their relations with others, learn to make satisfactory job decisions, and recognize the changing nature of educational and vocational opportunities. Ninth and 10th graders investigate a selected occupation in depth and see the relation of their classwork to the world of work. Students study all levels of government and business organizations.
Developed by: Career Education Demonstration Project for Appalachian Maryland, 1973

CONSUMER EDUCATION

GRADE

7–A **CONSUMER SKILLS: SAVING AND INVESTING** C0483

This unit contains 2 filmstrips, 2 cassettes, 1 discussion guide/filmstrip scripts and is a part of the CONSUMER SKILLS SERIES II. Part 1, *Saving*, describes various savings plans and institutions and stresses the importance of saving for basic needs and emergencies. Part 2, *Investing*, discusses the degree of risk involved with alternative forms of investment. The discussion guide includes activities and discussion questions.
Publisher: Guidance Associates, 1977

7–A **CONSUMER SKILLS: UNDERSTANDING LABELS AND WARRANTIES** C0478

This unit contains 2 filmstrips, 2 cassettes, 1 discussion guide/filmstrip scripts and is a part of the CONSUMER SKILLS SERIES II. Part 1, *Labels*, focuses on reading and evaluating package information. Part 2, *Warranties*, emphasizes the importance of reading and comparing the characteristics of warranties and reviews the various groups who help consumers with complaints. The discussion guide includes activities and discussion questions.
Publisher: Guidance Associates, 1977

7–A **CONSUMER SKILLS: YOUR RIGHTS – MAKE THE MOST OF THEM** C0480

This unit contains 2 filmstrips, 2 cassettes, 1 discussion guide/filmstrip scripts and is a part of the CONSUMER SKILLS SERIES II. Part 1 discusses the methods of protecting consumer rights and identifies the agencies and steps involved in consumer redress for typical consumer complaints. Part 2 describes consumer problems and invites viewers to provide solutions. The discussion guide includes follow-up questions and activities.
Publisher: Guidance Associates, 1977

7–A **CONSUMER SKILLS: PERSONAL BUDGETING** C0481

This unit contains 2 filmstrips, 2 cassettes, 1 discussion guide/filmstrip scripts and is a part of the CONSUMER SKILLS SERIES II. The program emphasizes awareness of individual values and goals as the underlying requirement for sound personal budgeting. Part 1, *How People Spend Money*, helps viewers identify spending patterns, needs, and resources at various stages in their lives. Part 2, *Pencil and Paper Planning*, provides a step-by-step introduction to budgeting techniques. The discussion guide includes activities and discussion questions.
Publisher: Guidance Associates, 1977

9–A **CONSUMER CHOICE** C0028

This unit contains 1 filmstrip, 1 cassette, 1 game, and 1 manual/filmstrip script. This program helps students understand consumer and producer interaction and consumer influence in the marketplace. Students get an overall view of our market economy with a focus on basic economic principles and of consumer power in determining the type, quality and quantity of goods produced. The case history of Pampers illustrates the decisions required to bring a new product to market. The manual includes discussion and activity ideas.
Publisher: The Procter & Gamble Company, 1976

7–A **CONSUMER SKILLS: BUYING ON THE INSTALLMENT PLAN** C0479

This unit contains 1 filmstrip, 1 cassette, 1 discussion guide/filmstrip script, and 1 sample *Retail Installment Contract*. A part of the CONSUMER SKILLS SERIES I, the program helps students develop skills in reading, understanding, and filling in a retail installment sales contract. Crucial terms are explained and a "buyer's checklist" presents guidelines for purchasing on the installment plan. The discussion guide includes activities and discussion questions.
Publisher: Guidance Associates, 1976

11–A **ACCENT/CONSUMER EDUCATION SERIES, REVISED** C0460

Designed for reading levels 6-8, this series contains 4 books and 1 instructor's guide. These books provide basic information on money management to help students become more intelligent consumers. Subject areas include credit, budgeting, purchasing, insurance, and laws. Book titles are *Understanding Consumer Credit; Knowing How To Budget And Buy; Insuring Your Life, Income, And Property;* and *The Law For You*. The instructor's guide suggests additional problems and activities.
Publisher: Follett Publishing Company, 1975

9–A **BUDGETING** C0465

This 63 page workbook, written at no higher than the 3.5 grade reading level (Spache), is a part of the FOLLETT COPING SKILLS SERIES. This workbook is designed to help slow learners develop the skills involved in wise money management. Subject areas include determining income; analyzing expenses; and utilizing the budget to satisfy needs, wants, and goals. Students will be actively involved in making budgets.
Publisher: Follett Publishing Company, 1977

CONSUMER EDUCATION

9–12 **PERSONAL FINANCE** T0200

This 13 page unit was developed to aid students in their personal money management. Students learn to complete savings account application forms, deposit slips and withdrawal slips, and to balance a checkbook. They complete checking account applications and learn to write and endorse checks; they learn to compute service charges and will be able to illustrate mathematically the reconciliation of a bank statement with the checkbook. Sample forms are provided for each of the activities.
Developed by: Jo Ann Pounds

9–A **PLANNING FOR YOUR OWN APARTMENT** C0134

See complete entry under *Home Economics.*

7–12 **CONSUMER AT LARGE** C0287

The unit includes 6 filmstrips, 3 records and 1 filmstrip guide. The series discusses the basic, everyday financial facts of life. The main character is Charlie, an affable cartoon figure who represents the desire in all of us to do a better job of handling our money. Charlie faces real problems and has occasional weak moments when the rules just do not seem to work for him. Topics covered are: budgeting, shopping, major purchasing, locating services, credit buying and savings.
Publisher: Coronet Instructional Media, 1972

K–5 **ECONOMIC AND CAREER AWARENESS, LEVEL B** C0219

This notebook contains text, teaching guide, duplicable student materials, and evaluation guides. The program helps students understand the family as an economic unit and money as a medium of exchange that facilitates trade; to identify ways of earning, saving and spending money; to recognize the roles of banking and bank workers in society; to appreciate the priorities that families must place on satisfying basic needs; and to discover ways families can minimize expenses.
Developed by: The Ohio State University, Center for Vocational Education, 1974

1–5 **ECONOMIC AND CAREER AWARENESS, LEVEL C** C0220

This notebook contains text, teacher's guide, duplicable student materials, and evaluation guides. The program builds student familiarity with basic economic terms and concepts: consumer, producer, needs, wants, goods, services, short- and long-range economic planning, fixed and variable expenses, seasonal expenses, budgets, etc. Also introduced are the services offered by banks and the uses of various money substitutes.
Developed by: Ohio State University, Center for Vocational Education, 1974

9–12 EMH **CONSUMER EDUCATION SERIES** C0276

This series contains 5 filmstrips, corresponding cassette narration, and teacher's guide. Designed for high school EMH students, the unit is high interest with low but relevant vocabulary. Students are acquainted with the methods and techniques of wise shopping, and they are shown what one must know to receive full value from a paycheck. Unit titles are: *Understanding Tags and Labels, How to Judge Shopping Values, Shopping Tips, Bargain Hunting,* and *How to Read Ads.*
Publisher: Interpretive Education, 1973

7–A **THE MEANING OF MONEY** C0601

This multimedia unit contains 4 filmstrips, 4 cassettes, 8 duplicating masters, 1 resource manual, and 1 teacher's guide/filmstrip scripts. This program translates economic, business, and financial terms into usable information and presents techniques for skills in everyday money matters. Students learn that money provides life satisfactions, support for troubled times, and the realization of long term goals. Real-life situations in the filmstrips and learning activities focus on the functions of banks, business, payroll departments, and Wall Street. Teaching aids are included.
Publisher: Newsweek, Inc., 1976

7–A **CONSUMER SKILLS: APPLYING FOR CREDIT** C0482

This unit contains 1 filmstrip, 1 cassette, 1 discussion guide/filmstrip script, and 1 sample *Application For Credit* form. A part of the CONSUMER SKILLS SERIES I, the presentation helps students understand how to apply for credit. An indepth examination of the credit application form is emphasized. The discussion guide includes activities and discussion questions.
Publisher: Guidance Associates, 1976

CONSUMER EDUCATION

GRADE

9–A **ACCENT/FAMILY FINANCES** **C0468**

Written for reading levels 5-6, this series of 4 booklets explores common money problems and develops solutions people might reach at different phases in their lives. Detailed advice is given on family budgeting. Booklet titles are *Family of Five, Head of Household, Just Married,* and *On Your Own.* Each 5-part booklet contains exercises that require the application of the information given in the text.
Publisher: Follett Publishing Company, 1968

9–A **ROSEFSKY'S GUIDE TO FINANCIAL SECURITY FOR THE MATURE FAMILY** **C0454**

This 301 page guide focuses on the financial problems, needs, and motivations of the mature family. Advice on retirement; pensions and housing; savings and investments; insurance and health care; and laws, taxes, and inflation is included in this comprehensive guide. The importance of personal attitudes in financial decisions and the ways the growing family can better understand and communicate with their mature parents (40s and older) are emphasized.
Publisher: Follett Publishing Company, 1977

9–A **BUYING HEALTH CARE** **C0021**

This kit of 2 filmstrips, 2 cassettes, teacher's guide, 10 linemasters, and reading and resource list has been designed to help students become wise consumers of health care. Titles of units and some topics covered are: *Shopping for a Doctor* – the right to choose, criteria for choosing, general practitioners vs. specialists, preventive health practices; *Choosing a Hospital* – types of hospitals, criteria for choosing one, accreditation, patient's rights; *Saving on Prescriptions* – generic drugs, brand names, price posting, comparison shopping, over-the-counter drugs; *Paying for Health Care* – budgeting for health care, basic health insurance, major medical insurance; *It's Your Health* – consumer responsibilities in buying health care, typical gyps and frauds, channels of appeal for health care consumers.
Publisher: Changing Times

9–A **CONSUMER ADVERTISING** **C0141**

This unit contains 1 filmstrip, 1 cassette, 1 wall poster, 8 student worksheet masters, and 1 teacher's manual/filmstrip script. The manual discusses the historical and economic influences of advertising, the development of the campaign, the influence of consumer opinion and behavior, and the career opportunities in advertising. The filmstrip presents the activities involved in advertising a product, the ways to evaluate an ad, and the benefits of advertising. The manual contains discussion/activity ideas and reference information.
Publisher: The Procter & Gamble Company, 1977

7–A **CONSUMER SENSE (SEE YOU IN COURT)** **C0295**

This unit contains 1 tape cassette, 11 student response sheets, 1 teacher's manual and is 1 lesson of the 10-lesson CONSUMER SENSE program. This self-directing, self-correcting lesson introduces students to their legal rights and responsibilities as consumers. The narrated cassette presents the disputes, the points of law, and asks students to arrive at and explain their verdicts. The concepts include contracts, a minor's rights and obligations, offer and acceptance, warranties, and substantial performance of a contract.
Publisher: Coronet Instructional Materials, 1972

10–A **SAFEGUARDING YOUR EDUCATION** **C0569**

This 44 page guidebook and 2 cassettes help students become effective consumers of college and occupational education. The guide lists the things to look for when choosing a postsecondary school. The tapes discuss misleading advertising, present the painful educational experiences of 3 young people, and suggest ways to avoid potential problems. Tape titles are *#1, Traps to Avoid, What To Ask/Who Can Help?* and *#2, Case Study #1: The $2600 Mistake, Case Study #2, Case Study #3.*
Publisher: Media One, Inc., 1977

2–9 **ELEMENTARY ECONOMICS: CHOICES AND VALUES** **C0173**

The unit includes 6 filmstrips, with corresponding cassette narration, and 1 teacher's guide. This series invites students to think about the wide range of choices available to us; choices ranging from deciding what to buy for dinner, to choosing what taxes to vote for, to planning how we would like to change our city. The titles are: *Budgeting: How Does A Family Plan Its Spending?; Jobs and Income: Which Job Will You Choose?; Shopping For What You Need: What's For Dinner, Tyrone?; Taxes: What Are They For?; Our Environment: How Shall We Use Our Resources?; Choices and Values: Planning a City?*
Publisher: BFA

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9–A **CONSUMER LAW** **C0006**

This multi-media kit is designed to inform students of their legal rights and responsibilities as shoppers and consumers. It also acquaints them with the channels for redress of grievances. Unit titles and some topics covered are: *The Right To Be Informed* – illustrates false advertising, truth-in-lending, credit reporting, warranties, label practices, etc. *The Right To Safety* – examines common threats to safety, 6 major laws on product safety, and lists the major federal agencies with consumer protection responsibility. *The Right To Choose* – describes problems related to natural monopoly, fair trade laws, unordered merchandise, and tariffs. *The Right To Be Heard* – illustrates where and how to complain. Materials included are: 5 booklets, linemasters, a disc recording, color transparencies, reading and resource lists, and review exercises.
Publisher: Changing Times, 1971

9–A **LET'S GO SHOPPING** **C0024**

This kit contains 2 filmstrips, corresponding cassette or record narration, teacher's guide, 12 linemasters, reading and resource guide, and review exercises. Unit titles and some topics covered are: *Comparison Shopping* – at discount stores, specialty shops, department stores, catalog showrooms, and by mail order; *Hunting Bargains* – there's more to a bargain than a low price; *The Supermarket Maze* – know-how is essential for wisely selecting from the enticing and confusing shelves of the supermarket; *Evaluating Services* – more than price and quality must be considered in making a purchase; *Settling A Grievance* – there are a lot of ways to get a consumer complaint settled, but each one requires consumer initiative.
Publisher: Changing Times

9–A **TYPCIAL GYPS AND FRAUDS** **C0019**

This kit of 2 filmstrips, corresponding cassette or record narration, teacher's guide, and 12 linemasters helps students develop a healthy skepticism toward the market place. Unit titles are: *How Can We Go Wrong?* – how to recognize home improvement frauds; *Earn and Learn* – deceptive recruiting practices of proprietary and vocational schools; *Just Our Luck!* – avoiding bait and switch sales tactics, detecting deceptive advertising; *A Matter of Trust* – evaluating mail-order offers; *Castles in the Air* – deceptive money-making schemes, pyramid and referral sales swindle.
Publisher: Changing Times

9–A **SO YOU WANT TO USE CREDIT** **C0025**

This kit of 2 filmstrips, corresponding cassette or record narration, teacher's guide, 6 linemasters, reading and resource list, and review exercises was designed to teach students to use credit wisely, providing insights and perspectives into the use, responsibilities and risks of credit. Unit titles and subjects covered are: *Apply for Credit* – an individual's first credit application; *Choosing a Credit Plan* – varying costs and types of credit; *Too Much of a Good Thing* – a case of overextended credit use; *If You Lose Your Credit Card* – rights and responsibilities involved in credit card loss; *Who's Responsible?* – explains the holder-in-due-course doctrine; *A Look at "Easy" Credit* – what it really means.
Publisher: Changing Times

9–A **JUSTICE IN THE MARKETPLACE** **C0020**

This kit contains 2 filmstrips, corresponding cassette or record narrations, teacher's guide, 10 linemasters, and reading and resources list. It impresses upon students that they have a right to be heard when they have been wronged in the marketplace. Unit titles are: *Dealing Directly with the Supplier* – for repair of a faulty automobile; *Third Party Pressure or Arbitration* – for replacement of defective washing machine part; *Government Consumer Protection Agencies* – for support in fighting false advertisement for vocational education; *Small Claims Court* – to seek damages for violation of the truth-in-lending law; *Legal Assistance* – for recovering financial losses incurred as a result of injury from a shattered coffee pot.
Publisher: Changing Times

K-4 **ECONOMIC AND CAREER AWARENESS: LEVEL A** **C0218**

This notebook contains text, teaching guide, duplicable student materials, and evaluation guides. The unit helps students develop an understanding of the family as an economic unit, to acquire elementary classification skills, to appreciate the priorities that families must place on satisfying basic economic needs, and to recognize the varying needs from family to family. Students learn to read price tags, count money, and make change.
Developed by: Ohio State University, Center for Vocational Education, 1974

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9–A **BANKING AND BANKING SERVICES** C0022

This kit of 2 filmstrips, corresponding cassette or record narration, teacher's guide, 10 linemasters, reading and resources list, and review exercises is designed to prepare students for a lifetime of decisions on buying banking services. Either they have money and must figure out what to do with it, or they don't have money and need to acquire some. Unit titles and subjects covered are: *The $1,000 Question* – how to go about choosing a bank; *Checks and Balances* – how to open and maintain a checking account; *It All Adds Up* – 4 major factors that determine effective annual yield on savings accounts; *Money – With A Capital "M"* – how financial institutions differ in the kinds and costs of loans they give; *A Man-to-Man Talk* – a summary of the many services offered by financial institutions.
Publisher: Changing Times

9–A **SO YOU WANT WHEELS** C0023

This kit of 2 filmstrips, corresponding cassette or record narration, teacher's guide, 8 linemasters, reading and resource list, and review exercises was developed to help students develop basic decision-making and value-clarifying skills and to help prepare wise automobile owners. Unit titles and subjects covered are: *Buying Your First Car* – deciding between new and used, discovering how to make an informed choice, using a checklist; *Shopping For A Car Loan* – finding out how much it costs to buy now and pay later, learning how and when to shop for a loan; *Finding Out About Insurance* – illustrates the fact that the car costs don't end with the purchase price; *Judy's Tires Fail the Test* – choices involved in buying tires, particularly the price/quality relationship; *When Your Car Needs Fixing* – knowing how to select reliable repairs and service can prevent unnecessary cost.
Publisher: Changing Times

9–A **MONEY MANAGEMENT** C0004

This multi-media kit gives students basic information, then has students use it in activities such as role-playing, educational games, solving problems, and making decisions about everyday money management matters. Materials included are: cartoons, wall charts, transparencies, forms, quotations, and resource lists. Unit titles are: *Earning, Spending, Borrowing, Saving,* and *Budgeting.* Some topics covered are job hunting, including tips on interviews and how to prepare resumes, facts and forms, including a typical job application form, 1040 income tax form, and a social security card application form.
Publisher: Changing Times

9–A **SAVINGS AND INVESTING** C0007

This multi-media kit is designed to stimulate student interest in savings and investing. Through the various learning resources and suggested activities students should gain knowledge of basic terms, concepts and principles. Unit titles are: *Making Your Money Grow, Savings: Fixed Yield Investments,* and *Your Financial Program: Goals and Guidelines.* Materials included are transparencies, linemasters, a bulletin board project, a simulation, a soundsheet, reading and resource lists, 4 books of case studies, and teacher's guide.
Publisher: Changing Times

9–A **THE MARKETPLACE** C0008

This multi-media kit gives students information, then involves them in roleplaying, educational games, field work, interviews, and real-life decision making using this information. Materials included are cartoons, transparencies, wall charts, bulletin board displays, recorded dialogs, games, etc. The three unit titles are: *How to Use Advertising, Avoiding Gyps and Frauds,* and *Safeguards for Shoppers.* Information is given on how to spot and avoid gyps and frauds, how to read ads, and how to read guarantees, warranties, tags and labels.
Publisher: Changing Times

9–A **HOUSING: PLANNING TO MEET YOUR SHELTER NEEDS** C0003

This multi-media kit includes a simulation game, a bulletin board display, 4 booklets, 11 linemasters, color transparencies, review exercises, a record, listening guide, and teacher's guide. It is designed to acquaint students with the wide variety of housing available – from mobile homes to high-rises, furnished apartments to custom-built homes. It familiarizes consumers with the legal and financial aspects of buying and renting. It also helps identify the hidden as well as obvious costs of maintaining a home. Some topics covered are guidelines on preparing to move, getting insurance, remodeling, home maintenance, the rights and responsibilities of homeowners and tenants, and channels of appeal for homeowners and tenants. Unit titles are: *Getting a Roof Over Your Head, Renting, Buying, Settling Down.*
Publisher: Changing Times

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9–A **INSURANCE** **C0005**

This multi-media kit is designed to help students understand all types of insurance and to help them define their goals and expectations involving insurance. Unit titles and some topics covered are: *Insurance: What It's All About* – examines basic insurance concepts and provides important statistical data; *Life Insurance* – case studies illustrate consumer issues in life insurance, describe various life insurance plans, their costs and benefits; *Health Insurance* – explains its purpose, and how to plan a health insurance program; *Property and Liability Insurance* – auto and home insurance. Materials included are: 4 booklets, a game, a bulletin board display, color transparencies, linemasters, reading and resource lists, and review exercises.
Publisher: Changing Times

9–12 **SELECTING AND BUYING YOUR HOME** **T0170**

This 12 page unit provides the student with practical information needed in the selection and purchase of a home and introduces the student to the people and professions involved in real estate transactions. Along with five student activities, house buying terms, contract language and two tests are provided. At the completion of this unit the student completes a simulated house-buying contract.
Developed by: Dorothy Strader

9–12 **BANK'N & BUDGET'N** **T0198**

Basic goals of this 4 page guide are: to provide students insight as to the many expenses encountered in a family situation, to teach students to budget their money, to provide the students a basic understanding of the differences of various types of loan establishments, and to provide the students the basic skills necessary to use a checking account. These goals are accomplished by means of 17 learning activities.
Developed by: Mike Scott

9–12 **SELECTING, PURCHASING, AND MAINTAINING AN AUTOMOBILE** **T0244**

This 21 page unit introduces students to the methods involved in selecting, purchasing and maintaining an automobile. Various career roles are also introduced as they pertain to the process of the purchase of an automobile, such as auto sales, bank loan personnel, insurance salesmen, and maintenance men. This packet was created for alternative education classes. It does refer to specific local resources which can be adapted to your area.
Developed by: D. Gonzales, M. Williamson, C. Williamson, R. Melena, P. Wood

7–A **MONEY MANAGEMENT** **C0435**

This program includes 6 filmstrips, 6 cassettes, and 1 teacher's guide. This series introduces students to the basic information he or she should know if they borrow money or buy goods on credit. The first three filmstrips are concerned with retail credit buying. The various types of charge accounts are explained and the student is taught to treat the privileges of his/her charge card and its services with care. The last three filmstrips discuss the three major types of lending agencies, and the advantage of each is analyzed. The student also learns to compute the true cost of borrowing money and the responsibilities incurred.
Publisher: BFA, 1968

7–A **CONSUMER CREDIT AND MONEY MANAGEMENT** **C0422**

This kit contains 6 filmstrips, 6 cassettes, teacher's guide, 1 poster – "The Family Money Manager," 1 book of readings, and 25 duplicable student handouts. This program is designed to teach students important ideas about credit and to apply these ideas to sound personal money management. Topics covered are: Computing the cost in dollars of contracts using add-on interest and revolving charge accounts using simple interest; the cost, advantages and disadvantages of using credit; shopping for lowest interest rates; and identifying the use of annual percentage rate (APR). Unit titles are: *Two Sides of Borrowing, Credit: The Retail Store, Credit: The Bank, Credit: The Finance Company, Credit Cards,* and *Your Personal Spending Plan.*
Publisher: BFA, 1974

7–A **CONSUMER MATH** **C0600**

See complete entry under *Mathematics.*

7–A **CONSUMER SKILLS: SHOPPING FOR HEALTH CARE** **C0477**

This unit contains 2 filmstrips, 2 cassettes, 1 discussion guide/filmstrip scripts and is a part of the CONSUMER SKILLS SERIES I. This presentation surveys health-care services and introduces skills to help students make wise choices about health care. Part 1, *Choosing Health Care,* examines methods for finding a doctor, a hospital, and acquiring health insurance. Part 2, *The Consumer Health Care Review,* focuses on dentistry, pharmaceuticals, and medical specialties. The discussion guide includes teacher's aids.
Publisher: Guidance Associates, 1976

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9–A **CONSUMER'S WORLD – IT'S YOUR DECISION** C0297

This unit contains 6 filmstrips, 6 records, and 1 filmstrip guide. Students are introduced to common purchasing problems and to concepts important in making sensible buying decisions. A series of open-ended documentary-style stories explains warranties, depreciation, comparative shopping, impulse buying, high pressure selling, credit, and ethical retail practice. Filmstrip titles are *Buying A Car, Buying Clothing, Renting An Apartment, Buying Food, Buying Home Furnishings,* and *Buying Trouble.*
Distributor: Coronet Instructional Media, 1974

9–A **SUCCEEDING IN THE WORLD OF WORK** C0095

See complete entry under *Employability Skills.*

7–A **YOUR CAREER IN THE WORLD OF WORK** C0209

See complete entry under *Employability Skills.*

9–A **CONSUMER FINANCE** C0353

This 337 page book helps readers find specific ways to get more for each dollar they spend. Budgeting, credit, tips for purchasing food and clothing, housing and house furnishings, transportation, and leisure spending are discussed. Other topics include savings and investments, health services, and life insurance. The "Applications" section at the end of each chapter helps readers apply the information they have read. The appendices contain lists of additional consumer information resources.
Publisher: John Wiley & Sons, Inc., 1977

9–A **GETTING MEDICAL ASSISTANCE** C0653

This 63 page workbook, written at no higher than the 3.5 grade reading level (Spache scale), is a part of the FOLLETT COPING SKILLS SERIES. Students learn the means of getting generally available medical assistance and are guided to develop complete lists of local names and addresses of appropriate personnel. Using this easy-to-read workbook, students develop their vocabularies as they complete their personal and medical histories. Exercises test the students' comprehension at the end of each short lesson.
Publisher: Follett Publishing Company, 1977

9–A **MANAGING YOUR MONEY** C0674

This unit contains a 551 page text and a teacher's guide and is a practical guide to spending and saving money. It is designed to provide students with a basis for intelligent personal financial planning to prepare them for our complex world. Students learn how to avoid the financial pitfalls when they borrow, invest, and save money; use credit cards; and buy health and life insurance. A special emphasis is also placed on the spending side of the individual's income. Each chapter ends with a variety of activities including vocabulary, comprehension questions, and in-depth case studies.
Publisher: Allyn and Bacon, Inc., 1977

K–6 **CONSUMER SEQUENTIAL CARDS** C0717

This visual sequencing set contains 30 photographs and 1 teaching guide. The series of photographs display consumer activities common in everyday living. Each of the 5 sequences includes 6 photographs; the sequences illustrate a pay telephone, a soft drink machine, a fast-food restaurant, an ice-cream parlor, and a gas station. Students may sequence the color photographs independently or in small groups. This series encourages language development, strengthens social awareness, and teaches basic consumer skills. Many adaptation ideas are identified in the teaching guide.
Publisher: Developmental Learning Materials, 1978

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9–A **DON'T GET FIRED** C0668

Written at the 2.5 grade reading level (Spache), this unit includes a 64 page workbook and a teacher's manual and emphasizes that many young people get fired from their first jobs even though they are doing good work. Readers see young workers engaged in confrontations with their bosses, fellow workers, or customers and learn about the 13 kinds of behavior guaranteed to irk employers. Accompanying exercises help readers understand, analyze, and evaluate these situations and consider positive ways to behave in similar circumstances. Related vocabulary and background information about 13 types of entry level jobs are included.
Publisher: Janus Book Publishers, 1978

9–A **ACCENT/THE WORLD OF WORK** C0463

This series contains 4 workbooks written for reading levels 3-4. The lessons deal with values and social skills needed in the world of work. The areas of interviews, promotions, employment applications, and job choices are presented in personalized, realistic situations. Workbook titles are *Getting That Job, Keeping That Job, You and Your Occupation,* and *You and Your Pay.*
Publisher: Follett Publishing Company, 1966, 1967

9–A **JOB HUNTING SECRETS & TACTICS** C0455

This 220 page book teaches students "how the hiring system works and how they can work the system." Job seekers are provided with tips for writing and using resumes, techniques for answering want ads, ways for using employment agencies, and hints for anticipating different kinds of interviews.
Publisher: Westwind Press, 1977
Distributor: Follett Publishing Company

9–A **PAYCHECK** C0467

This 32 page booklet, written for reading levels 5-6, is part of the ACCENT ON JOBS AND JOB MODELS program. Designed to help slow learners acquire skills and knowledge to cope with the demands of modern life, this booklet presents methods for calculating the takehome pay for different jobs. Exercises are included.
Publisher: Follett Publishing Company, 1974

10–A **JOB HUNTING WITH EMPLOYMENT AGENCIES** C0547

This 82 page book takes an inside look at employment agencies and provides information for the selection and use of an agency. Tips on reading agency advertisements, understanding agency contracts and the different types of fee arrangements, and avoiding the hassles that can result from using agencies are discussed.
Publisher: Barron's Educational Series, Inc., 1978

10–14 **APPLYING FOR AN OFFICE POSITION** T0164

The purpose of this 13 page unit is to teach students the correct procedures in applying for a position. The example used is for an office position, but the information given is applicable to all job applications. A sample data sheet, application letter, business application form, and questions that an interviewer might ask are provided. Students evaluate their peers by means of a testing sheet provided. The unit suggests the use of two supplementary films as additional learning experiences.
Developed by: J. Farrell, J. Harr, L. Peschl, C. Rodmon

8–A **EARNING A LIVING** C0603

This multimedia unit contains 4 filmstrips, 4 cassettes, 8 duplicating masters, 3 resource manuals, and 1 teacher's guide/filmstrip scripts. Viewers learn to analyze their skills and preferences, define their career ambitions, and develop basic plans for finding jobs. Specific information helps students develop job-seeking skills, evaluate job choices, and conduct themselves in job situations. The manuals contain career and educational information sources and career planning information. Activities and discussion questions are included.
Publisher: Newsweek, Inc., 1977

9–A **WORKING WITH OTHERS** C0368

A part of the FAMILY DEVELOPMENT SERIES and written at a 4-6th grade reading level, this 80 page adult basic education book introduces practical job-seeking and job-keeping information to help adults deal with everyday situations. By analyzing the problems of others, individuals acquire greater insight into strategies for solving their own problems. Topics include job finding, interviewing, getting along on the job, and understanding the paycheck. Math, English, social studies, economics, and reading are involved in this material.
Publisher: Steck-Vaughn Company, 1973

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9–A **THE JOB HUNT (GETTING JOB LEADS)** **C0293**

This unit contains 1 tape cassette, 11 student response sheets, 1 teacher's manual and is 1 lesson of the 10-lesson THE JOB HUNT program. This self-directing, self-correcting lesson helps students become aware of places and ways to find job leads and offers an opportunity to evaluate ads and contracts. The narrated cassette follows a high school senior as he looks through classified ads, seeks advice from a vocational counselor, and tries to understand an employment agency's contract.
Publisher: Coronet Instructional Media, 1974

9–A **FINDING YOUR FIRST JOB** **C0263**

This 74 page learning workbook is designed for students who, either as graduates or as dropouts, intend to go directly from school into the job market. Appropriate for use in either a mini-course or a group guidance program, this information helps students organize their job searches, relate to the work world, and develop job-finding and job-keeping skills. Topics include the current employment picture, types of jobs, filling out applications and resumes, sources for finding jobs, interviews, making job decisions, getting along on the job, and continuing one's education.
Publisher: Time Share – A Houghton Mifflin Company, 1975

7–A **YOUR FUTURE IN JOBS ABROAD** **C0359**

This 190 page book surveys the aspects of working in a foreign country. Language and customs, work permits and help from consulates, sources for job leads, pay scales, and U.S. taxes on salaries are discussed. U. S. government jobs, Manpower's work-travel program, student work-study information, and the 17 fields offering work opportunities abroad are described. Addresses are given for American companies operating abroad, American Chambers of Commerce in foreign countries, and the major embassies in Washington, D.C.
Publisher: Arco Publishing Company, Inc., 1971
Distributor: Perma-Bound Hertzberg New Method, Inc.

10–A **WHY SHOULD I HIRE YOU?** **C0544**

This 207 page book contains techniques utilized by men and women at all levels of income and responsibility who have moved ahead in their jobs and have learned to control their careers. Setting short-term and long-term goals, completing a self-evaluation inventory, using the basic tools to attack the job market, surviving the interview, negotiating compensation, and continuing the process of job seeking to reach one's long-term goal are some of the topics discussed.
Publisher: Jove Publications, Inc., 1975

10–A **GETTING YOURS** **C0555**

This 349 page book helps women become aware and prepare for the working world. By learning the issues, the possibilities, and the accessible routes, women can change their lives. Women learn to spot dead end jobs, obtain career advice and job-seeking skills, combat sex discrimination and on-the-job hassles, renegotiate their marriage relationships, and enrich their own and their childrens' lives. Equal Rights Amendment and additional sources of information are included.
Publisher: David McKay Company, Inc., 1975

10–A **RESUMES FOR JOB HUNTERS** **C0556**

This 210 page comprehensive manual illustrates, advises, and counsels people in the determination of both immediate and long-range career goals, in the development of marketing programs to fit their goals, and in the implementation of marketing campaigns to attain their goals. To help individuals make professional searches for better jobs, this manual describes the advanced methods for preparing resumes, developing interview techniques, conducting salary negotiations, and avoiding job-hunting pitfalls. Tips for career women are included.
Publisher: Arco Publishing Company, Inc., 1976

10–A **A WORKING WOMAN'S GUIDE TO HER JOB RIGHTS** **C0572**

This 34 page booklet presents general information about federal legislation which affects women when they are seeking jobs, while they are on the jobs, and when they retire. Protection against sex and age discrimination and the rights of the handicapped are described. On-the-job topics include equal pay, discrimination in promotion, maternity leave, and tax deductions. Social security and pension plans are discussed. Federal and state sources of assistance are listed.
Publisher: U.S. Government Printing Office, 1976

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10–A **HOW TO WIN IN A JOB INTERVIEW** **C0551**

This 136 page book contains proven strategies for surviving the interview and being selected for the job. The tricks and techniques of professional interviewers, the difference between screening and in-depth interviews, and the questions to expect in each are revealed. The criteria interviewers use to judge character, maturity, career objectives, and human relations and supervisory skills are described.
Publisher: Prentice-Hall, Inc., 1978

9–A **CAREER DIRECTIONS: ENTERING THE JOB MARKET** **C0146**

The unit includes 2 filmstrips with corresponding cassette or record narration, 1 student booklet, one teacher's guide, 2 transparencies and 2 spirit masters. The unit is designed to help students develop strategies for landing a job and to examine the process of finding job openings. The unit also helps the student recognize the identifying factors that contribute to an effective and successful job search. Part 1 deals with sources of information and techniques that can be used in searching for a job and employment prospects for high school graduates. Part 2 deals with the learning resources that will help students to learn how to "sell" themselves to prospective employers.
Publisher: Changing Times Education Service

10–A **HOW TO GET A BETTER JOB** **C0550**

This new official book (265 pages) of the Job Services Center includes proven job-finding techniques, helpful case histories, and job-winning resumes. Using professionals and job lead sources in the job hunt, researching the job, getting ready for the interview, writing the follow-up letter, and talking salary are some of the topics discussed.
Publisher: Hawthorn Books, Inc., 1976

9–A **GETTING A JOB** **X0009**

This 88 page curriculum guide provides the knowledge and skills necessary to help disadvantaged and handicapped students find and get jobs. Lesson plans include both disadvantaged and handicapped teaching-learning-evaluation strategies for finding and following up job leads, filling out application forms, handling interviews, and taking employment tests. Supplementary instructional materials and resource lists are included.
Developed by: Curriculum Development Center, Univ. of Kentucky, 1973

9–A **HOW TO KEEP A JOB** **X0010**

This 177 page curriculum guide provides information to help disadvantaged and handicapped students develop the necessary attitudes, vocational and academic skills for holding jobs. Lesson plans provide both disadvantaged and handicapped teaching-learning-evaluation strategies for the first days on the job, employer-employee and co-worker relationships, and changing jobs. Three learning packets, supplementary instructional materials, and resource lists are included.
Developed by: Curriculum Development Center, Univ. of Kentucky, 1974

9–A **LABOR UNIONS: WHAT YOU SHOULD KNOW** **C0484**

This unit contains 2 filmstrips, 2 cassettes, and 1 teacher's guide/filmstrip scripts. Part 1, *Unions and Their Members,* outlines the various unions' structures and functions and discusses the union members' rights and responsibilities. Part 2, *Collective Bargaining,* follows collective bargaining procedures and issues from both the union's and the company management's points of view. The teacher's guide includes related activities.
Publisher: Guidance Associates, 1977

10–A **HOW TO NEGOTIATE A RAISE** **C0558**

This is a 224 page guide to raise negotiation. Tips and techniques help individuals size up the people and situations affecting their chances, select goals and avoid pitfalls, and develop and carry out strategies. This book helps people become more effective on their jobs, like their jobs better, and get paid for it.
Publisher: Pocket Books, 1976

9–A **FINDING WORK** **C0464**

This 64 page workbook, written at no higher than the 3.5 grade reading level (Spache), is a part of the FOLLETT COPING SKILLS SERIES. This occupational workbook concentrates on the skills needed to find jobs and includes reading want ads, filling out job applications, and conducting self-evaluations.
Publisher: Follett Publishing Company, 1977

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8–A **WHAT COLOR IS YOUR PARACHUTE?** **C0383**

"Give me a fish, and I will eat for today; teach me to fish, and I will eat for the rest of my life." (Ancient Proverb) This 229 page book is an attempt to teach a person how to fish, with respect to the most difficult task any person faces in life: the job-hunt (whether it be a hunt for a career or for a way to "do your own thing," or just for bread, to make ends meet). This book is designed in a step-by-step method to help the novice or the experienced job-hunter find employment. The chapter titles are: *A-Job-Hunting We Will Go, Rejection Shock, You Can Do It, What About Getting Help, Only You Can Decide: What Do You Want To Do?, Where Do You Want To Do It?, You Must Identify the Man or Woman Who Has the Power to Hire You and Show Them How Your Skills Can Help Them With Their Problems,* and *Supplemental Research Notes for Career-Changers.*
Publisher: Ten Speed Press, 1976 (author, Richard Nelson Bolles)

9–12 **JOB APPLICATION** **T0168**

After completion of this 20 page unit, the student will be able to go through a job application experience successfully. In the suggested activities the student completes a letter of application, fills out application forms (samples included), reviews and studies the most frequently asked questions during interviews, completes a mock interview and writes a follow-up thank-you letter.
Developed by: Anna Gutierney

7–12 **YOU AND YOUR EMPLOYER** **T0099**

This 10 page module for students is designed to increase awareness of the importance of attitude toward work and positive employee-employer relationship in career success. Included are three learning activities and a self-test with a supplemental answer key.
Developed by: Sherrilyn Smith

9–12 **SO YOU'RE LOOKING FOR A JOB** **T0172**

The purpose of this 25 page unit is to help students prepare application letters and personal data sheets, to fill in application forms, and to provide hints on how to keep a job. Along with given examples, this unit includes suggestions as to where to look for job openings.
Developed by: Marianne Whitsitt

9–A **EMPLOYMENT LETTERS – CAREER COMMUNICATION SERIES** **C0102**

This 8 page unit is one of a series of 53 modified, individual programmed learning units. The stated goal for this unit is to prepare application and "thank-you-for-the-interview" letters. Different strategies are used to fulfill the goal, and students must answer questions from the viewpoint of both interviewer and applicant before actually writing the letter. Stating that a less than perfect letter will not impress an employer favorably, many helpful hints are given for the student to make the letters show his/her potential, and to convince the reader that he/she wants to interview the applicant.
Publisher: Howard W. Sams, Co., 1976. Mariestelle M. Brown, author

7–A **YOUR CAREER IN THE WORLD OF WORK** **C0209**

This 388 page book contains material and information for obtaining and holding a job and for getting ahead on the job. The book also has applications for those not presently employed and includes information on Social Security, consumer credit, and management of money. Illustrative materials included are job application forms, sample resumes for job seekers, sample bank forms, social security forms, and civil service forms.
Publisher: Howard W. Sams, Co. (Milton K. Berlye, author)

9–A **HOW TO GET A JOB** **C0109**

This 74 page booklet approaches job hunting as a skill that can be learned like any other skill. The information and suggestions in the book are derived from experience. Students will practice filling out application forms, taking tests and writing resumes. Chapter titles are: "Finding a Job Opening," " The Application," "The Interview," "The Follow-up," "How to Pass a Test," and " Writing a Resume."
Publisher: Bruce, 1974, (Elna Stone, author)

9–A **HOW TO GET A JOB AND KEEP IT** **C0118**

This unit consists of worktext and teacher's guide and is designed for job-hunters. The potential employee is given guidance as he/she takes a self-inventory, learns about job sources, selects a particular job preference, fills out job application forms, interviews for the job, and finally gets the job. Material is also included on how to keep a job and advance in it.
Publisher: Steck-Vaughn, 1969. (Dorothy Goble, author)

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8–12 **WOMEN AT WORK: CHOICE AND CHALLENGE** C0392

See complete entry under *Social Studies*.

8–12 **UNEMPLOYMENT** C0391

This program includes 1 cassette, 1 filmstrip and 1 teacher's guide. This program is designed to help students to define what is meant by unemployment, understand some of the causes of unemployment, examine the role of government in lowering the unemployment rate, explain the concept of full employment and the argument for and against its realization. The program features interviews with unemployed men and women and with representatives of government and industry.
Publisher: Guidance Associates, 1975

10–A **EVERYTHING A WOMAN NEEDS TO KNOW TO GET PAID WHAT SHE'S WORTH** C0554

This 304 page book describes the approaches women have used to deal with the runarounds and putdowns that threatened to thwart their advancement. Job opportunities for women; tactics for job hunting and promotion, women at the top, and the self-employed; and techniques for nurturing both a family and a career are discussed. The facts about women and labor unions, graduate school, government jobs, and the armed services are included. The resource section recommends sources for all kinds of job-related information.
Publisher: David McKay Company, Inc., 1973

10–A **TEA LEAVES, A NEW LOOK AT RESUMES** C0557

This 20 page booklet looks at the job market, discusses the resume's ineffectiveness in the job-finding process, reveals strategies for test-taking, and describes resume-writing techniques. By helping the employer take the resume information of the past and translate it into a statement about the future, the applicant can improve the process of reading the tea leaves.
Publisher: Ten Speed Press, 1976

9–A **SUCCEEDING IN THE WORLD OF WORK** C0095

This set of 4 books consists of 1 textbook, 1 activity book, 1 individualized related instruction book, and 1 teacher's guide. The program helps students discover the meaning of work; appraise their interests, aptitudes, abilities, and values; and then establish realistic career goals. Students learn to locate, apply for, and progress on jobs. Other units cover consumer responsibilities and practices, credit, bank services, and taxpayer responsibilities. These activities help individuals to become more effective in their relationships both on and off the job.
Publisher: McKnight, 1975

9–10 **CAREER EDUCATION IN APPALACHIAN MARYLAND, GUIDANCE II** X0244

This 58 page guide includes units to help students see the relevance and the practical application of classwork to real life situations. The outcomes and activities can be adopted for English and social studies classes and for individual or group counseling. Students learn fundamentals, practice skills, and understand the importance of attitude in job seeking and on the job itself. Unit subjects involve the aspects of work, career choice, job-seeking skills, and job benefits.
Developed by: Career Education Demonstration Project for Appalachian Maryland, 1973

7–A **SOCIAL SECURITY TEACHING AIDS** C0612

This unit contains 3 filmstrips, 3 cassettes, and 1 teacher's guide. The filmstrips present an overview of social security; discuss the social security card and the way covered earnings earn future benefits; explain the supplementary security income for the disabled, aged, and survivor(s), and tell how to apply at any social security office. Filmstrip titles are *1. Social Security . . . Where it's at, 2. Your stake in social security*, and *3. SSI makes the difference*. Discussion questions and additional resource materials are included.
Publisher: U.S. Dept. of Health, Education, and Welfare, 1977

10–A **CHANGE YOUR JOB, CHANGE YOUR LIFE** C0559

This 210 page book contains step-by-step instructions for helping individuals find or change careers, locate new jobs, and present themselves in a manner which will guarantee better opportunities. This career planning guide includes tested advice on personal assessment, preparing resumes and cover letters, succeeding in interviews, coping with psychological tests and dealing with nervousness, and negotiating satisfactory salaries.
Publisher: Playboy Press Paperbacks, 1977

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9–A **HELP WANTED – A JOB HUNTER'S GUIDE** **C0573**

This is a 68 page step-by-step guide to help individuals map out their strategies to go after the jobs they want. Techniques for locating jobs, writing resumes, gathering needed documents, and preparing for interviews are discussed. Methods for dealing with special problems (criminal record or drug involvement) are also included.
Publisher: U.S. Government Printing Office, 1975

10–A **HOW TO GET A JOB** **C0574**

This 29 page booklet offers information to help handicapped job seekers choose the right kind of work, provides ideas for job-finding sources, and describes job-seeking skills. Appropriate clothing and behavior, collecting the necessary background and identification documents, and making travel arrangements for interviews are discussed. Other topics include on-the-job behavior, job duties, and salaries.
Publisher: U.S. Government Printing Office, 1976

10–A **MERCHANDISING YOUR JOB TALENTS** **C0575**

This 24 page booklet helps individuals carry out well-planned job searches and market their knowledge, skills, and experience effectively. Techniques for conducting self-appraisals, writing resumes and application letters, finding sources of job opportunities, and preparing for interviews are discussed. Tips for time-planning in the job searches, techniques for taking tests, and hints for learning to profit from job interviews are included.
Publisher: U.S. Government Printing Office, 1978

8–A **CAREER EXPLORATION AND PLANNING** **C0565**

See complete entry under *Guidance*.

7–A **ON THE JOB** **C0620**

A part of THE WORLD OF WORK SERIES, this unit contains 14 lesson tape cassettes, 6 discussion tape cassettes, 1 student record booklet, and 1 instructor's guide. Through dramatic episodes and discussions, this tape cassette course teaches the special behaviors and interpersonal skills needed to cope with the problems employees encounter on their new jobs. Usable for group or individual instruction and with students at all levels of reading skill (from 0 on up), the tapes are divided into 4 categories as follows: (1) new on the job, (2) dealing with supervisors, (3) the rules of the game, and (4) moving up or out. Teaching aids are included.
Publisher: Educational Design, Inc., 1975

7–A **GETTING A JOB** **C0621**

A part of THE WORLD OF WORK SERIES, this unit contains 9 lesson tape cassettes, 3 discussion tape cassettes, 1 student record booklet, and 1 instructor's guide. Through dramatic episodes and discussions, this tape cassette, workbook course teaches the range of skills needed in job hunting, e. g., contacting interviewers, filling out application forms, making good impressions, and fielding difficult questions during interviews. This unit may be used for group or individual instruction and includes teaching aids.
Publisher: Educational Design, Inc., 1978

7–A **THE LANGUAGE OF WORK (FORMERLY CROSS-VOCATIONAL SKILLS AND INFORMATION)** **C0622**

A part of THE WORLD OF WORK SERIES, this unit contains 12 lesson tape cassettes, 3 discussion tape cassettes, 12 transparencies, 1 student record book, and 1 instructor's guide. Through dramatic episodes and discussions, this tape cassette, workbook course gives a basic understanding of business operations, customs, and vocabulary and teaches the skills for communicating with customers, employers, and fellow workers. Usable for group or individual instruction, the topics include sales and customer handling skills, company structure and rules, telephone answering skills, unions and employee associations, and basic business forms. Teaching aids are included.
Publisher: Educational Design, Inc., 1973

5–12 **FIRST JOBS** **C0625**

This unit contains 9 filmstrips, 9 cassettes, 12 spirit master activity sheets, and 1 teacher's guide. Module 1 familiarizes students with the procedures and prerequisites for getting and keeping beginning or entry-level jobs and introduces life skills. Module 2 demonstrates the variety of principal employment opportunities available to young people who are preparing to obtain their first jobs as part-time or summer workers. Filmstrip topics include the job search; employers' and co-workers' expectations of beginners; pay and taxes; office work; and fast foods, retail sales, supermarket, and service station jobs. Teaching aids are included.
Publisher: Educational Design, Inc., 1977

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7–12 **GETTING A JOB** **C0694**

This 90 page text-workbook provides job-finding information, lists a wide range of jobs and the corresponding job duties, and discusses on-the-job training, wages, and benefits. Instructions for collecting the necessary background documents; using want ads and other sources for finding jobs; preparing a resume, filling out an application form, and preparing for an interview; and information about job benefits, taxes, social security, and work laws are included.
Publisher: Fearon-Pitman Publishers, Inc., 1978

9–12 EMH **FINDING A JOB SERIES** **C0277**

This series consists of 5 filmstrips, corresponding cassette narration, and teacher's guide. In the program students learn what having a job means, how to look for a job, why grooming is important in finding a job, what to do in a job interview situation, and what personnel directors expect from job hunters. Designed for high school EMH students, the program is high interest with low, but relevant vocabulary.
Publisher: Interpretive Education, 1973

7–14 **FINDING AND GETTING A JOB** **C0046**

This kit of 2 filmstrips, corresponding cassette narration, and 2 teacher's guides/reading scripts is part of a series which introduces step-by-step procedures for finding, getting and keeping a job. The importance of accurately evaluating one's own skills and potentials is emphasized. Suggestions are given concerning where to look for job openings and who can help. Information on how to prepare resumes; successful interview conduct; and ways in which employers evaluate the skills, work, habits, and attitudes of employees is given. Titles are: *Choosing Your Career* and *Finding a Job Opening.*
Publisher: Singer/SVE, 1974

9–A **YOU AND YOUR JOB** **C0291**

This unit includes 6 filmstrips, 3 records and 1 filmstrip guide. Each filmstrip features people at their jobs sharing their practical knowledge and experiences. This series gives students an opportunity to observe a job interview, the ways workers receive instruction and supervision, and how compliance with company rules and cooperation with co-workers are necessary for operations to run smoothly. The unit includes information on finding leads, resumes, applications, interviews, taking supervision, looking ahead in your job, and the first week on the job.
Publisher: Coronet Instructional Media, 1975

9–A **JOB HUNTING: WHERE TO BEGIN** **C0066**

This kit of 2 filmstrips, 2 cassettes, and teacher's guide/reading script is designed to provide the novice job hunter with the basic information and skills needed for successfully seeking employment. It clarifies student understanding of employment sources while helping them to build self-confidence. It explains the various types of employment agencies, the role of the job counselor, civil service exams, and how to answer want ads and handle job interviews.
Publisher: Guidance Associates, 1972

9–A **YOU AND YOUR JOB INTERVIEW** **C0394**

This unit includes 2 filmstrips, 2 cassettes and a discussion guide. This two-part program is designed to help students understand the components of the job interviewing process, to understand that the elements of the job interview occur in many other life situations, and to learn the skills necessary for presenting themselves effectively and positively in a job interview. Part one gives pointers on stating information, listening effectively, using expressive body language, showing interest and confidence, and how to use an interview as a learning experience. Part two shows open ended interviews which allow students to evaluate and discuss techniques in action and to relate various interview styles to their own personalities.
Publisher: Guidance Associates, 1975

14–A **YOU AND THE CUSTOMER** **T0101**

This 10 page instructional module for student's use acquaints the student with employee-customer problems. This module contains specific on-job problem situations followed by some possible solutions. The purpose is to develop awareness of behavioral options available in on-job situations. A self-test and answer key are provided.
Developed by: Sherrilyn Smith

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7–A **EN EL EMPLEO (ON THE JOB)** **C0623**

See complete entry under *Foreign Language*.

7–A **CONSIGUIENDO TRABAJO (GETTING A JOB)** **C0624**

See complete entry under *Foreign Language*.

7–A **MY JOB APPLICATION FILE** **C0664**

This unit contains a 48 page guide and a teacher's manual. Though designed for slow readers (2.5 Spache), this guide also appeals to regular students and teaches all of the essentials for completing job application forms. High-interest material, easy-to-follow directions, and the slow-paced progression of learning in which classroom activities are related to real-life situations help students learn skills and build self-confidence. A special feature is the inclusion of real job application forms reproduced by permission of 9 large American companies. Teaching aids are included.
Publisher: Janus Book Publishers, 1975

7–A **JANUS JOB INTERVIEW KIT** **C0670**

This kit contains 1 *Job Ticket Book*, 30 interview cards, 3 spirit masters, and 1 teacher's guide. This kit helps students present themselves effectively in job interviews and includes the basic materials to conduct simulated interviews for 30 different jobs (arranged according to the USOE's 15 occupational clusters). Designed for students entering the job market with a 12th grade education or less and seeking jobs as nonskilled or low-skilled workers, particular attention is given to the requirements of special-needs students. Classroom sessions on selecting, preparing, and finding jobs; applications; and interviews are prerequisites for this activity.
Publisher: Janus Book Publishers, 1976

9–A **THE TURNER CAREER GUIDANCE SERIES, REVISED** **C0458**

See complete entry under *Language Arts*.

7–A **JANUS JOB INTERVIEW GUIDE, REVISED EDITION** **C0665**

This unit contains an 80 page guide and a teacher's manual. Geared for special-needs students and written at the 2.6 average reading level (Spache), this guide appeals to both slow and better readers and helps job seekers prepare for the interviewing process. Students study and evaluate photographs for each of the 15 interview situations (an entry level job for each of the 15 USOE occupational clusters); read the applicant's background information and a thumbnail sketch of the job; and rate the applicant accordingly. A page of exercises, questions, and puzzles follows each interview to check, reinforce, and extend vocabulary and concepts. Teaching aids are included.
Publisher: Janus Book Publishers, 1977

GUIDANCE

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7–10 **YOUR PERSONALITY, YOUR HEALTH, YOUR JOB** C0228

This 89 page notebook contains text, teacher's guide, duplicable student material, and evaluation guides. The unit helps students examine their interaction with others, the roles of nonverbal behavior, influences upon personality, personal hygiene standards, nutrition, and physical fitness in that interaction. These concerns are also examined in terms of their implications for fulfillment of life roles (including work, marriage, leisure, education and other roles). Students also consider self-satisfaction and work-satisfaction, how they are interdependent and function as goals in our lives, and ways in which they are related to rights and responsibilities of workers.
Developed by: Ohio State University, Center for Vocational Education, 1974

7–10 **UNDERSTANDING SELF** C0227

This 73 page notebook contains text, teacher's guide, duplicable student materials, and evaluation guides. Students are aided in developing an understanding of themselves as individuals and in recognizing that others may not perceive them as they see themselves. Students examine their feelings realistically and explore their self-images and then try to assess others in the same manner. These concepts are then related to occupational exploration and tentative occupational decisions. Individuals focus on goals and values, feelings, interests, abilities, and achievements to form a composite of themselves.
Developed by: Ohio State University, Center for Vocational Education, 1974

7–9 **THE FAMILY – RIGHTS AND RESPONSIBILITIES** C0389

A part of the RELATIONSHIPS AND VALUES SERIES, this unit contains 2 filmstrips, 1 cassette, and 1 discussion guide/filmstrip scripts. Two open-ended dilemmas deal with the psychological aspects and the moral issues of rights and obligations in family relations. Part 1: A magazine-editor aunt invites one of two sisters to spend the summer with her in San Francisco. Part 2: Jose learns his parents need about $1,000 (the amount he's saved for a car) to pay medical bills. The discussion guide includes teaching aids. C0396 under *Reference* is a teacher-training tool for this unit.
Publisher: Guidance Associates, 1976

7–9 **WHO COMES FIRST – YOU OR THE GROUP?** C0393

This unit contains 2 filmstrips, 1 cassette, and 1 discussion guide/filmstrip scripts. A part of the RELATIONSHIPS AND VALUES SERIES, these open-ended dilemmas focus on the interpersonal aspects and the moral issues of promises and trust within groups. In Part 1, lead guitarist Marty must choose between the rock band and his own interests. In Part 2, the members want to kick Marty out of the band when the song he promised to them is used by another group at a contest. Activities and discussion ideas are included. C0396 under *Reference* is a teacher-training tool for this unit.
Publisher: Guidance Associates, 1976

7–9 **FRIENDSHIP – CAUGHT IN THE MIDDLE** C0473

A part of the RELATIONSHIPS AND VALUES SERIES, this unit contains 2 filmstrips, 1 cassette, and 1 discussion guide/filmstrip scripts. Two open-ended dilemmas deal with the interpersonal and moral conflicts that may arise in relationships with friends. In Part 1, a new girl threatens the long-time friendship of Charlene and Joanne. In Part 2, Jim discovers the birthday gift received from a friend is stolen. The discussion guide includes teaching aids. C0396 under *Reference* is a teacher-training tool for this unit.
Publisher: Guidance Associates, 1976

7–9 **DEALING WITH AUTHORITY** C0474

A part of the RELATIONSHIPS AND VALUES SERIES, this unit contains 2 filmstrips, 1 cassette, and 1 discussion guide/filmstrip scripts. Two open-ended dilemmas deal with the interpersonal and moral conflicts that may arise in the relationships with authority figures. Part 1: After a day of frustration imposed on her by authority figures, Harriet adopts an authoritarian tone with the Brownie group she leads. Part 2: Soon after his transfer to Chapman High, Alan is asked by his new coach to reveal the plays of his former team. The discussion guide includes teaching aids. C0396 under *Reference* is a teacher-training tool for this unit.
Publisher: Guidance Associates, 1976

7–9 **GIRLS AND BOYS – RIGHTS AND ROLES** C0475

A part of the RELATIONSHIPS AND VALUES SERIES, this unit contains 2 filmstrips, 1 cassette, and 1 discussion guide/filmstrip scripts. This program encourages self-discovery in boy-girl relationships. In Part 1, the committee members can't agree on anything for their town's birthday celebration. In Part 2, Michelle must choose between a great job that both she and her boyfriend applied for and a second (very boring) job. The discussion guide includes teaching aids. C0396 under *Reference* is a teacher-training tool for this unit.
Publisher: Guidance Associates, 1976

GUIDANCE

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8–12 **THE ADOLESCENT EXPERIENCE: SETTING GOALS** C0070

These 2 filmstrips, 2 cassettes, and teacher's guide/reading script have been developed to help students recognize that effective goal setting is based on understanding and acceptance of one's abilities and limitations and to understand that realization of adult potential involves developing a capacity for commitment – to a career, raising a family, or developing a talent. It also helps students realize that growth is a continuing process requiring an openness to experience; that the self involves many facets, often seemingly conflicting; and that a realistic self-concept involves all one's thoughts, feelings and actions.
Publisher: Guidance Associates, 1973

7–12 **ADOLESCENT CONFLICTS: DEALING WITH GROUP PRESSURE** C0073

This kit of 2 filmstrips, 2 cassettes, and teacher's guide/reading script has been designed to help students to discuss and evaluate their need to belong to a group and their fear of rejection by a group, explore their feelings of self-worth, recognize the emotional pressures that can be exerted by a peer group or clique, become aware of the complexities of group interaction, and become more understanding and sympathetic to the feelings of those who are not part of the same group.
Publisher: Guidance Associates, 1973

K–6 **RULES WE LIVE BY** C0031

This kit contains two filmstrips, corresponding cassette narration, and two teacher's guides/reading scripts. These are part of a larger set whose purpose is to enable students to conceptualize that laws are man-made, safety of community members, and that being a good neighbor will make a happier society. The unit also develops the idea of social interdependence showing a society where everyone has an important role to play. Titles in this kit are *Bees, Beer, You and Me* and *Poppy Learns the Rules.*
Publisher: Singer/Society for Visual Education

9–14 **WHO AM I? WHERE DID I COME FROM? WHERE AM I GOING? THE ETERNAL QUESTIONS** C0157

This 2 part set includes 160 slides in 2 carousel cartridges, 2 records, 2 cassettes and 1 teacher's guide, including script and sources. The unit discusses ways in which other men and women have sought answers to the question, "Who am I?" Students raise the eternal questions and attempt to find answers during a round-table conference with Dr. Melvin Tumin, Professor of Sociology at Princeton University. The set stresses that, "we are what we do" and "we are what we make of ourselves." Emphasis is given to three groups actively engaged in creating new identities – youth, blacks and women. Relevant works of literature are combined with works of art and music to give young people a broader perspective of their own lives.
Publisher: The Center For Humanities

6–12 **HOW TO LIVE WITH YOUR PARENTS AND SURVIVE** C0161

This program of 80 slides in a carousel cartridge, record, cassette and teacher's guide is designed to give young people a broader perspective on their lives by taking a humorous look at the struggles and difficulties that often occur between adolescents and their parents. The program also helps students to strengthen their own personalities and to cope with family problems by presenting views of experts in the field of parent-child relationships.
Publisher: The Center for Humanities, 1975

3–5 **LEARNING ABOUT ME** C0055

This kit of 2 filmstrips, 2 cassettes, and 2 teacher's guides/reading scripts are part of a larger set designed to help children develop an accurate self-concept. The unit *Different Shapes* helps children understand that ability is not necessarily related to size and vice versa. Barry realizes that although he is shorter than his classmates, he is as competent as the taller boys. An individual's self-concept is greatly affected by his own body image, and this image is associated with stereotypes that we find in society. *First Step* demonstrates the fact that a person who experiences consistent failure develops a negative self-image and will be afraid to take the "first step" in any new activity.
Publisher: Q-ED, 1974

5–6 **TAD – TOWARD AFFECTIVE DEVELOPMENT** C0140

This kit contains 1 teacher's manual, 44 poster size illustrations, 93 discussion pictures, 1 filmstrip, 1 cassette, 1 large poster, 1 deck of shapes and object cards, 16 duplicating masters for student activity sheets, 40 feeling wheels, 160 color chips, 37 level 1 career folders, and 37 level 2 career folders. TAD focuses on children's real-life experiences and on their developing patterns of motivation, feeling, understanding and participation. It is designed to stimulate psychological and affective development. TAD lessons, activities and materials have been planned for integration into the typical classroom schedule.
Publisher: American Guidance Service, Inc. 1974

GUIDANCE

GRADE

2–4 **DUSO 2: DEVELOPING UNDERSTANDING OF SELF AND OTHERS** **C0164**

This kit contains: 1 teacher's manual, 8 puppets, 5 cassettes, 6 discussion guide cards, 8 self & social development cards, and 33 each of the following: posters role playing activity cards, puppet activity cards, and discussion pictures. The program is designed to help children better understand social and emotional behavior through a variety of activities – role playing, puppetry, group discussion, supplementary activities, reading suggestions, music and art. Unit titles are: *Toward Self-Identity, Toward Friendship, Toward Responsible Interdependence – From Self-Centeredness to Social Interest, Toward Self-Reliance, Toward Resourcefulness and Purposefulness, Toward Competence, Toward Emotional Stability*, and *Toward Responsible Choice Making.*
Publisher: American Guidance Service Inc., 1973

7–12 **DECISION MAKING: DEALING WITH CRISES** **C0154**

This kit contains 160 slides in 2 carousel cartridges, 2 phonodiscs, 2 cassettes, teacher's guide/reading script, and program summary sheet. The unit teaches skills of crisis management which include recognizing that the crisis exists, understanding our emotional reactions to the crisis, beginning to analyze the crisis rationally, and considering alternative solutions. Four different situations are dealt with: alcoholism, divorce, an unwanted pregnancy, and a high school dropout problem. The program may be used in health and drug education classes, family life education, career awareness, as well as when discussing values and decision making.
Publisher: The Center for Humanities, 1975

6–9 **LIFE ISSUES OF YOUNG TEENS** **C0053**

These two filmstrips, corresponding cassette narration, and two teacher's guides/reading scripts are part of a larger series of recorded panel discussions among young teens from various backgrounds on a variety of issues. Topics discussed are Discovering What Life's All About and Commitment – To What? These units may be used as a starting point for discussion in class and help students to sort out their own feelings, encourage them to question attitudes, and aid them in making decisions. The filmstrips center around the conflicts of the Sixties.
Publisher: Family Films, 1970
Distributor: SVE/Society For Visual Education, Inc.

6–9 **POPULARITY PROBLEMS OF YOUNG TEENS** **C0052**

These two filmstrips, corresponding cassette narration, and teacher's guides/reading scripts are part of a series of recorded panel discussions by young teens from a variety of backgrounds who discuss their opinions on various problem areas. The units *Discovering the Real You* and *Becoming More Self-Confident* are concerned with discovering who the real "you" is in relation to yourself and others and how this effects one's popularity. Panel members discuss the idea that you have to know who you are and like and understand yourself before you can expect others to like you.
Publisher: Family Films, 1970
Distributor: SVE/Society For Visual Education, Inc.

1–6 **ACTIVITY IDEAS (19)** **T0017**

This is a 20 page Curriculum Guide containing 19 activity ideas for classroom use. The activities stress self awareness. The students also gain insight into patterns of feelings and behaviors involving themselves and others. A teacher observer sheet is included to aid in evaluating student progress.
Developed by: Harrison School District #2

4–8 **CAREER AWARENESS: THE ALTERNATIVE** **C0508**

This 11 minute, 16mm color film shows a young boy's struggles to understand the reasons his father could trade his executive position for the dirty physical labor of building boats. The father's value system has given him the confidence to set and make plans to achieve new goals. *The Alternative* suggests there can be dignity and satisfaction in any kind of work. The study guide includes discussion questions.
Publisher: BFA Educational Media, 1971

4–A **JOURNEY: THE QUEST FOR SELF-RELIANCE** **C0509**

This 21 minute, 16mm color film takes viewers on a wilderness trip which has helped a young outdoorsman become more self-confident in his abilities. Starting on one side of the Sierra Nevada Mountains with a few tools and the clothes on his back, the young man covers 70 miles making or finding all of his survival needs. Students see the relationship between self-reliance and self-confidence and understand the basic methods of survival. Discussion ideas are included.
Publisher: BFA Educational Media, 1976

GUIDANCE

GRADE

K–6 **GUIDANCE – ELEMENTARY METHODS** T0054

This collection of 33 lesson plans encompass all the career education elements, especially self awareness and career awareness. Each unit gives the objective for that activity, and the materials needed for that activity. These lesson plans may be implemented into the curriculum through many subjects such as language arts, social studies, and art.
Developed by: ED 596, Al Renzelman, coordinator

K–2 **LEARNING ABOUT OTHERS** C0397

This program consists of 4 filmstrips, 4 cassettes, and a teacher's guide. This series illustrates the nature of social interactions and helps children discover useful ways to enter social groups easily and participate in them constructively with the help of the Sesame Street characters. Part one, *Lost in the Woods*, shows students that considering other people's perspectives will improve their own social functioning. Part two, *New Grouch in Town*, emphasizes advantages to be gained by approaching social situations positively rather than negatively. Part three, *The Cattle Rustlers*, demonstrates the benefits of cooperating with others. Part four, *Sesame Street 4th of July*, helps children think about ways to resolve interpersonal conflicts.
Publisher: Guidance Associates, 1976

9–12 **CAREER CHOICE: A LIFELONG PROCESS** C0395

This two-part series includes 2 filmstrips, 2 cassettes and a discussion guide. The program uses narrative and personal interviews to explore, explain, and communicate some significant processes that individuals employ in choosing a career. Part one examines factors which determine the relative importance of work for each individual; identifies "exploration," "building" and "maintenance" as career phases most people experience. Part two comprises four documentary interviews showing how these concepts function in people's lives.
Publisher: Guidance Associates, 1976

8–12 **CAREER EXPLORATION: A WORKING COUPLE** C0404

This program includes 2 filmstrips, 2 cassettes and a discussion guide. Jonathan and Janice Majors, a real working couple living in a large urban community, provide a work model for students because they are practical, realistic, and able to adjust and adapt to meet the needs of everyday life. Part one documents Jonathan's day as a sales representative for a large insurance company. Jonathan discusses the values that guide him, the pros and cons of selling, how to get a job, and how to get along with people. Part two shows Janice involved in the area of customer service for a large office machine company. Janice discusses the problems and pleasures of dealing with customers who have specific needs and also the importance of getting along with people.
Publisher: Center for Learning Skills, 1976

8–A **CAREER EXPLORATION AND PLANNING** C0565

This unit contains 1 textbook, 1 student's workbook, and 1 teacher's manual. The textbook presents information and involves students in educational and occupational orientation, exploration, and planning. Students develop self-awareness and understanding and perceive work as a means of self-expression and personal fulfillment. They explore the range, requirements, and pathways for entering occupations. The workbook contains questions and activities, and the teacher's manual includes discussion and test questions and workbook answers.
Publisher: Time Share-A Houghton Mifflin Company, 1976

10–A **IF YOU DON'T KNOW WHERE YOU'RE GOING, YOU'LL PROBABLY END UP SOMEWHERE ELSE** C0372

This 144 page book helps readers find out what they want to do with their lives and improve their relationships with their families and friends. Individuals are advised to assess and utilize their positive assets, develop their talents and acquire skills, and relate this information to their jobs and other life options. With an increased number of choices, they are able to determine the directions of their future. Readers find there are many paths to successful and satisfying lives.
Publisher: Argus Communications, 1974

11–A **COUNSELOR'S SOURCEBOOK FOR COLLEGE PLANNING** C0570

This unit contains 1 sourcebook, 23 duplicating masters, and 4 transparencies. This 2-year guidance program helps counselors motivate students to plan for post-high school years, disseminate college planning and selection information, and acquaint parents with the program. Designed for group instruction, each session plan includes the objective, procedure, materials, guidelines, and ideas for implementation. Junior sessions discuss testing programs, costs and financing, and college evaluation from catalog information. Senior sessions discuss application procedures, college life, and expectations of college personnel.
Publisher: Time Share -- A Houghton Mifflin Company, 1977

GUIDANCE

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8–14 **COPING WITH LIFE: THE SOURCES OF ANXIETY** C0162

The 2 part series includes 160 slides in 2 carousel cartridges, 2 records, 2 cassettes, and 1 teacher's guide, including script and sources. The program emphasizes that anxiety is a natural and common feeling experienced by everyone at some time. Students learn that anxiety arises when we feel endangered or sense that something unpleasant is about to happen. The program discusses four kinds of anxiety: anxiety over punishment or criticism for making mistakes; over becoming independent from parents; over losing the love of parents or friends; and over failure to achieve a desirable career goal.
Publisher: The Center For Humanities, 1975

7–A **JOBS AND GENDER** C0061

This kit of 2 filmstrips, 2 cassettes, and teacher's guide/reading script encourages students to explore what they really would like to be and do, rather than what they think society expects them to be. How are students' attitudes about "masculine" and "feminine" roles affecting their choice of jobs? The program discusses male/female education in the U.S., average salaries, and social tracking into professions. It discusses the truths and myths about sex/work discrimination. Interviews are conducted with people who have crossed the sex/work barriers. You meet a woman carpenter, a male nurse, a woman reporter, and a male kindergarten teacher.
Publisher: Guidance Associates, 1971

9–12 **THE ADOLESCENT EXPERIENCE: SHAPING IDENTITY** C0063

This set of 2 filmstrips, 2 cassettes, and teacher's guide/reading script is designed to help students become aware of the importance of defining oneself and to accept oneself as a worthwhile person; to understand the various forces, internal and external, which have helped shape one's present identity; to sharpen one's ability to recognize and differentiate among various choices and pressures in the world; to become aware that different people find different roads to self-understanding; and finally, to become more flexible, since self knowledge allows one to understand others and to tolerate differences without feeling threatened and defensive.
Publisher: Guidance Associates, 1973

9–A **JOB ATTITUDES: WHY WORK AT ALL?** C0068

This set of 1 filmstrip, 1 cassette and teacher's guide/reading script was designed to raise some basic and challenging questions about the role of work in individual personality development. The ideas presented are purposefully limited to the most basic ones – work as the key to independence, as an outlet for energy, as a means of achieving satisfaction, and as a means of channeling hostile and aggressive drives.
Publisher: Guidance Associates, 1970

9–14 **CAREER EXPLORATION VIA SELF-ANALYSIS AND AWARENESS** T0007

This is an 80 page instructional unit primarily aimed at secondary level students. However, it could be easily adapted to lower levels. As students progress through the unit they will be evaluating and assessing their attitudes, values, needs, desires and as a result gain significant knowledge about themselves and their interests in various career areas. There are several activities suggested and could be used as a basis for planning a full course of instruction.
Developed by: Jim Goodrum

7–9 **SELF CONCEPT AND CAREER CHOICE** T0013

A 42 page instructional unit that is designed for the Junior High level. The unit gives the student exercises which will help them analyze themselves. The students will also be encouraged to explore the world of work and careers through simulation. There are several charts included which would be useful for discussion and/or display.
Developed by: Joanne McComb

9–10 **CAREER EDUCATION IN APPALACHIAN MARYLAND, HEALTH AND HUMANITIES** X0245

See complete entry under *Science*.

9–10 **CAREER EDUCATION IN APPALACHIAN MARYLAND, GUIDANCE 1** X0243

The information in this 34 page guide helps guidance counselors to restructure the school program around the theme of career development education with its career supports and occupational clusters. The units include career education concepts and activities to assist in establishing a guidance program; orienting students to the school environment; meeting the individual student's needs; providing job-seeking skills; and supplying career education methods, materials, and resources information.
Developed by: Career Education Demonstration Project for Appalachian Maryland, 1973

GUIDANCE

GRADE

9–12 **MANPOWER AND ECONOMIC EDUCATION** T0223

It is the purpose of this 4 page unit to present an introduction to "Manpower & Economics Education." This unit includes case studies, nature of work discussions and guest speakers from various backgrounds. Through these activities students gain insight to the long term nature of their life's work. This model should be considered developmental in nature.
Developed by: Dave Barber

6–9 **WORLD OF WORK, OCCUPATIONAL PREPARATION AND PLANNING** T0295

This 11 page unit is an aid to students exploring the values, habits and conditions necessary for a successful vocational future. Though the final choice of a vocation certainly is not expected at this age, the students are given an opportunity to think about their aptitudes and interests as an orientation toward choosing their future work role. This unit enables the student to plan his/her high school curriculum knowing he/she has interest in particular career areas.
Developed by: Richard Thomas

6–9 **DEVELOPING COMMUNITY PROFILE** T0296

The activities included in this 20 page unit have been designed to help students answer several questions: Who am I in the community? Where do I want to live as an adult? What career do I want to spend my life developing? and How can I use my values in developing my life style? Four particular areas of influence in the community are emphasized: the people in the community, the economic life of this community, the educational opportunities, and the cultural influences. Average language arts skills are necessary for completion of the unit.
Developed by: N. Burnworth, C. Hayes, L. Hooton, F. Kastelic, I. Miller, and B. Six

2–4 **FIRST THINGS: WHO DO YOU THINK YOU ARE?** C0067

This kit of 3 filmstrips, 1 cassette and teacher's guide/reading script has been designed to promote an increase in a child's feelings of self-worth; empathy for other people; ability to describe an individual in terms that go beyond a one- or two-attribute labeling of a person; to discriminate between a person's facts and figures, actions and feelings; and to independently explore their own and other individuals' distinctive characteristics.
Publisher: Guidance Associates, 1970

7–9 **WAKE UP TO YOUR FUTURE** T0159

Calling the student's attention to the relationship between school courses and success and satisfaction in adult life is the major goal of the 25 page unit. Students identify their interests, values, needs, aptitudes and abilities through the suggested activities provided. This unit suggests additional advance planning by the teacher.
Developed by: Phyllis Dirkson

K–6 **CAREER EDUCATION PROGRAM, VOLUME I** C0566

Part of the 3-volume K–12 CAREER EDUCATION PROGRAM, this sourcebook provides detailed lesson plans and 20 duplicating masters to implement a career education program based on the USOE model. Numerous activities increase and progressively reinforce students' occupational and self-awareness and strengthen their decision-making abilities. The K–3 units focus on the work performed in the children's immediate surroundings; the 4-6 units progress to a detailed examination of the work world.
Publisher: Time Share – A Houghton Mifflin Company, 1973

7–9 **CAREER EDUCATION PROGRAM, VOLUME II** C0567

Part of the 3-volume K–12 CAREER EDUCATION PROGRAM, this sourcebook provides detailed lesson plans and 33 duplicating masters. The program insures young people will have considered many career possibilities and the important factors which affect career selection. Although 1 unit is devoted to specific occupations, the main focus of this 3-unit volume is on the factors related to career choice (e.g., educational planning, decision making, personal information, and individual differences). Numerous activities encourage student involvement.
Publisher: Time Share – A Houghton Mifflin Company, 1973

10–12 **CAREER EDUCATION PROGRAM, VOLUME III** C0568

Part of the 3-volume K–12 CAREER EDUCATION PROGRAM, this sourcebook and 32 duplicating masters provide detailed lesson plans and activities which help high school students progress in their career development. These career education experiences facilitate growth in both the cognitive and affective domains. Unit themes include a generalized exploration of career possibilities, the developmental nature of vocational maturity/career choice, vocational interests and aptitudes, and an in-depth study of the various post-high school opportunities and preparation.
Publisher: Time Share – A Houghton Mifflin Company, 1973

GUIDANCE

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K–2 **DUSO 1: DEVELOPING UNDERSTANDING OF SELF AND OTHERS** C0163

The kit includes 1 teacher's manual, 2 story books, 5 cassettes, 33 posters, 33 puppet activities, 8 puppets, 11 puppet props, 33 role-playing activity cards, and group discussion cards. The activities of this program have been designed to achieve the basic goals of learning that feelings, goals, values, and behavior are dynamically related and learning to talk more freely about feelings, goals, values and behavior. The DUSO activities make extensive use of a listening, inquiry, experiential, and discussion approach to learning.
Publisher: American Guidance Service, 1970

6–A **TAKING RESPONSIBILITY** C0438

This program of 4 filmstrips, 4 cassettes and teacher's guide has been designed to assist students in examining some aspects of identity, including creativity, careers and life styles, male and female roles, and family. *Being Who You Are* interviews three creative people – a potter, a naturalist, and an artist. In *Making Your Life* a student, an insurance salesman and woman living on the land describe their life styles and how they choose the values and/or social expectations that they live by. *Beyond Roles* explores the traditional expectations of men and women as three people are interviewed, a woman mechanic; a wife, mother and homemaker; and a man who is both father and mother to his children. *A Family* discusses the models and expectations that children are exposed to as members of a family setting.
Publisher: BFA, 1975

5–8 **HOW WE GROW** C0430

This program includes 4 filmstrips, 4 cassettes, 40 activity cards, and 1 teacher's guide. The program is designed to prepare pre-adolescent and early adolescent students for the changes they soon will or have already begun to experience. Knowing about the processes of physical, mental, emotional, and social growth will help students develop positive attitudes toward their own growth pattern and to those of others. It shows that maturation is a time of transition, as bodies, capabilities, emotions, self-awareness, and social relationships all change and develop.
Publisher: BFA, 1975

1–4 **THE FAMILY** C0431

This program includes 6 filmstrips, 3 cassettes, and 1 teacher's guide. This series is designed to inform students about families with different economic, ethnic, and cultural backgrounds. It shows that families differ in many ways, but the basic function of the family remains the same. The series squarely faces the problems of adoption, divorce, separation and death; yet avoids any implication that "broken homes" are necessarily inferior. Filmstrip titles are: *Family Members and Their Roles, Each Family is Different, Meeting Physical Needs, Meeting Emotional Needs, From Childhood to Old Age,* and *Families From Other Cultures.*
Publisher: BFA, 1971

5–8 **WHAT IS A HANDICAP?** C0428

This program includes 4 filmstrips, 4 cassettes, 24 reproducible masters, and 1 teacher's guide. The purpose of this series is to show students the similarities between themselves and children who are handicapped. In this series students are given the opportunity to know four young people who are handicapped: Mark cannot walk; Rosa has difficulty hearing; Cindy cries easily; and Tony learns slowly. The filmstrips show these characters in everyday situations. The filmstrips are open-ended. They close with questions that draw viewers into the situation, encouraging them to see the similarities between all people and to establish friendships with the handicapped.
Publisher: BFA, 1975

3–6 **VALUES: MAKING CHOICES** C0427

This program includes 4 filmstrips, 4 cassettes, and a teacher's guide. This series presents four conflict situations common to children as their social world begins to expand. The stories are open-ended, and the conflicts are not resolved. This provides the opportunity to explore all sides of the issues; to see the many alternatives; and ultimately to individually decide in each case, their values. The filmstrips explore the following issues: jealousy and loyalty, trust and privacy, winning vs. losing, and individual idea vs. group conformity.
Publisher: BFA, 1975

9–A **CAREER & LIFE PLANNING GUIDE** C0457

This 180 page book contains methods for planning and managing career and life changes. Techniques are given to clarify problems, deal with constraints, determine goals, and obtain career information. A 9-step plan for decision making, self-assessment exercises, and advice on particular life problems help readers gain control of their lives.
Publisher: Follett Publishing Company, 1976

GUIDANCE

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1–3 **CDCP LEVEL 3: USING KNOWLEDGE IN THE WORLD OF WORK** C0200

The unit includes 2 filmstrips with corresponding cassette narration, 22 masters that may be copied, 1 game sheet, 48 cards, and teacher's guide. The unit is designed to introduce the process of grouping as a technique that will enable children to better understand and make decisions about the thousands of occupations which will someday be available to them. The basic economic groups of goods, services, consumers, and producers provide a structure for examining the social as well as the economic interdependence of various work roles.
Publisher: McKnight Publishing Co.

5–A **P.I.E.S., PICTURE INTEREST EXPLORATION SURVEY** C0210

This kit contains 160 slides in 2 carousel trays, 1 cassette, 2 sets of Career Reference Cards, 1 student-teacher manual, and a student response sheet. It has been designed to help students investigate their vocational interests and to apply the information to their career goals. Information is presented in a visual, non-reading format. These color slides show only the workers' hands performing tasks representative of the tasks common to that occupation. In this way students are not influenced by the physical characteristics of the person who is portraying an occupation, such as age, sex, attractiveness, etc.
Publisher: Educational Achievement Corp.

9–A **HOW TO CHOOSE YOUR WORK** C0129

This 64 page booklet is designed to enable students to make a self-inventory and in this way to select a career that will fit the individual. Each student starts with the self – one's needs, wants, interests, abilities, values, skills, appearance, character and personality. This booklet describes a wide range of jobs and the requirements for obtaining each position.
Publisher: Bruce Publ. Co., 1969, 1974

9–A **YOUR WORK AND YOUR CAREER** C0107

This unit consists of student text and teacher's guide. The unit introduces students to the world of work and guides them through the process of determining their own possible areas of future concentration. Concepts from economics, history, law, psychology, and a variety of other fields are used to illustrate subject material. Aspects of business and professions are discussed as well as educational requirements.
Publisher: William H. Sadlier, 1975

7–A **GETTING IT TOGETHER IS LIFE ITSELF** C0491

This unit contains 1 filmstrip, 1 cassette, and 1 teacher's guide/filmstrip script. This program conveys the problems facing youth and serves as a starting point for discussion which focuses on the student's self-image, problems, and possible solutions.
Publisher: Educational Activities, Inc., 1973

4–7 **TEACHING CHILDREN VALUES – ELEMENTARY** C0492

This unit contains 2 filmstrips, 1 cassette, and 1 teacher's guide/filmstrip scripts. Twelve cartoon-like, open-ended stories appeal to students; provide an opportunity for them to identify with the central character; and broaden their understanding of the values of integrity, courage, responsibility, justice, respect, kindness, and love. The teacher's guide includes generalizations and sample questions.
Publisher: Educational Activities, Inc., 1966

1–3 **TEACHING CHILDREN VALUES – PRIMARY** C0493

This unit contains 2 filmstrips, 1 cassette, and 1 teacher's guide/filmstrip scripts. Twelve cartoon-like, open-ended stories appeal to students; provide an opportunity for them to identify with the central character; and broaden their understanding of the values of integrity, courage, responsibility, justice, loyalty, and love. The teacher's guide includes generalizations and sample questions.
Publisher: Educational Activities, Inc., 1966

4–6 **MY BREAD & BUTTERFLIES CAREER BOOK** C0256

The activities in this 137 page text-workbook help students gain positive self-understanding; develop interpersonal, planning, problem-solving, and decision-making skills; relate their immediate experiences, feelings, and decisions to situations they will meet in adult life; and begin the process of career exploration. Activities include open-ended stories, projects, fill-in charts, attitude evaluation, interviewing workers, games, collecting career information, observing the world of work, and role playing.
Publisher: Agency for Instructional Television, 1976
Distributor: Time Share – A Houghton Mifflin Company

GUIDANCE

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5–12 **ME AND JOBS** C0595

This unit contains a 93 page workbook-textbook and a teacher's manual. The workbook-textbook encourages career exploration via self-exploration techniques to give students a great variety of career options. This book is designed to help each student find out more about herself/himself, discover ways to explore jobs, fit this information about self and jobs together, and learn procedures for getting a job (applications and interviews). Each section in this self-paced book contains a number of different activities utilizing various techniques.
Publisher: Educational Design, Inc., 1974

5–12 **ME & OTHERS** C0619

This unit contains 2 filmstrips, 3 cassettes, 1 workbook-textbook, and 1 teacher's manual. Students learn to understand themselves and their peers and develop empathy for and with others. Filmstrip viewers consider their feelings toward men and women considered "ideal" and develop a sensitivity to the emotions of others. The tape cassette contains a series of self-examination exercises and 20 role-playing situations. Seventy-one workbook activities increase awareness and summarize the information the students have learned about themselves and others. The teacher's manual has grouped the activities into art, social studies, language arts, career education, and special education modules.
Publisher: Educational Design, Inc., 1976

7–A **ACCENT ON PERSONALITY** C0685

Written for reading levels 3-4, this unit contains 4 booklets. This series emphasizes self-understanding, teaches social skills, and encourages the values and attitudes needed in our society. Reading, writing, speaking, and discussion skills are provided through structured activities. The booklet titles are *You and Your Needs, You Are Heredity and Environment, You and They*, and *Taking Stock*.
Publisher: Follett Publishing Company, 1966

3–6 **TREASURE HUNT** C0634

This unit from the BREAD & BUTTERFLIES television series contains a 15 minute, 16mm color film and a teacher's guide. Ernie, Monica, and Bill search for a way to make money after deciding to attend the town carnival. Through interwoven stories the children, each with a different outlook, meet with the tasks, frustrations, and satisfactions of earning money. The teacher's guide contains the accompanying lesson designed to help students explore the money-making process and discover ways to achieve economic and self-independence. Introductory activities and 2 levels of purposes; key questions; things to consider; and short-term, long-term, and subject activities are also included in this lesson.
Publisher: Agency for Instructional Television, 1974

3–6 **ME, MYSELF & MAYBE** C0635

This unit from the BREAD & BUTTERFLIES television series contains a 15 minute, 16mm color film and a teacher's guide. Ann's fear prevents her from participating in the class pantomime game. Aunt Cathy buys her a macrame kit and soon both the strings and new ideas are taking shape. Eventually the "I want to" side conquers the "I'm afraid to" side; the pantomime performance and the macrame necklace win approval. The teacher's guide contains the accompanying lesson designed to help students clarify and accept themselves and their evolving values and aspirations within the larger society. Introductory activities and 2 levels of purposes; key questions; things to consider; and short-term, long-term, and subject activities are also included in this lesson.
Publisher: Agency for Instructional Television, 1974

3–6 **PLANNING AHEAD: THE RACER** C0636

This unit from the BREAD & BUTTERFLIES television series contains a 15 minute, 16mm color film and a teacher's guide. Johnny's soap-box racer crashes on a test run due to inadequate planning. With his uncle's help Johnny makes careful plans, earns the money for parts, uses the proper equipment, and achieves his goal. The teacher's guide contains the accompanying lesson designed to help students learn to establish, test, and modify goals and understand how goal setting and planning increase the control they have over their lives. Introductory activities and 2 levels of purposes; key questions; things to consider; and short-term, long-term, and subject activities are also included in this lesson.
Publisher: Agency for Instructional Television, 1974

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3–6 **OUR OWN TWO HANDS** C0637

This unit from the BREAD & BUTTERFLIES television series contains a 15 minute, 16mm color film and a teacher's guide. The Holland family, who operate a pig farm in Virginia, illustrate that a family working together can derive a great deal of pride and satisfaction from their work. The teacher's guide contains the accompanying lesson designed to help students discover that dignity is found in the individual, and that any honest worker, regardless of the job he or she does, contributes to society. Introductory activities and 2 levels of purposes; key questions; things to consider; and short-term, long-term, and subject activities are also included in this lesson.
Publisher: Agency for Instructional Television, 1974

3–6 **POWER PLAY** C0639

This unit from the BREAD & BUTTERFLIES television series contains a 15 minute, 16mm color film and a teacher's guide. In this fantasy, the school's adult power structure has gone and order must be reestablished. The students establish a new democratic structure, but it is threatened by rebels – the struggle for power continues. The teacher's guide contains the accompanying lesson designed to help students develop their concepts of power, become aware of their capabilities and potentials, and influence others and their own worlds through their careers. Introductory activities and 2 levels of purposes; key questions; things to consider; and short-term, long-term, and subject activities are also included in this lesson.
Publisher: Agency for Instructional Television, 1974

3–6 **TAKING CARE OF BUSINESS** C0640

This unit from the BREAD & BUTTERFLIES television series contains a 15 minute, 16mm color film and a teacher's guide. After his father buys a new lawn mower, David begins to neglect his household chores – he is making extra money mowing the neighbors' lawns. When he is offered a paper route, his father thinks he should fulfill family responsibilities first. The teacher's guide contains the accompanying lesson which explores the problems of learning to accept responsibility and is designed to help students acquire the skills for the control of themselves and their environment. Introductory activities and 2 levels of purposes; key questions; things to consider; and short-term, long-term, and subject activities are also included in this lesson.
Publisher: Agency for Instructional Television, 1974

3–6 **WORK MEANS . . .** C0641

This unit from the BREAD & BUTTERFLIES television series contains a 15 minute, 16mm color film and a teacher's guide. Writing a report on the meaning of work, Marcie finds that work means different things to different people. The teacher's guide contains the accompanying lesson designed to help students understand the variety of attitudes toward work, points out the similarity of adult work and the play activities of children, and explores the significance of work in the development of individuals and society. Introductory activities and 2 levels of purposes; key questions; things to consider; and short-term, long-term, and subject activities are also included in this lesson.
Publisher: Agency for Instructional Television, 1974

3–6 **CHOOSING CHANGES** C0642

This unit from the BREAD & BUTTERFLIES television series contains a 15 minute, 16mm color film and a teacher's guide. In this true story Barbara recognized her potential for change and took the necessary risks to successfully complete deep-sea experiments. The teacher's guide contains the accompanying lesson designed to help students understand they have opportunities to choose, test, and through experiences modify their views of themselves in relation to work and increase their abilities to act on these experiences by making hypotheses about themselves and the future. Introductory activities and 2 levels of purposes; key questions; things to consider; and short-term, long-term, and subject activities are also included in this lesson.
Publisher: Agency for Instructional Television, 1974

3–6 **SUCCESS STORY** C0644

This unit from the BREAD & BUTTERFLIES television series contains a 15 minute, 16mm color film and a teacher's guide. The film focuses on Dave's lifelong definition of success for himself. His father influenced his decisions as a child and young adult; but his army experiences offered him the chance to make his own decisions, acquire skills, and gain the confidence to find work he likes and does well. The teacher's guide contains the accompanying lesson designed to help students explore the dimensions of success, define success for themselves, and project the possible implications their definitions might have for their several life roles. Introductory activities and 2 levels of purposes; key questions; things to consider; and short-term, long-term, and subject activities are also included in this lesson.
Publisher: Agency for Instructional Television, 1974

GUIDANCE

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3–6 **THINGS, IDEAS, PEOPLE** C0645

This unit from the BREAD & BUTTERFLIES television series contains a 15 minute, 16mm color film and a teacher's guide. Believing their airline pilot father has lost his job and trying to find him alternative work, the O'Halloran children classify their job possibilities into 3 categories. The teacher's guide contains the accompanying lesson designed to help children explore the world of work, understand the way they relate to work, discover the similarities and differences among work roles, and learn the usefulness of sorting and classifying job information. Introductory activities and 2 levels of purposes; key questions; things to consider; and short-term, long-term, and subject activities are also included in this lesson.
Publisher: Agency for Instructional Television, 1974

3–6 **THE WAY WE LIVE** C0646

This unit from the BREAD & BUTTERFLIES television series contains a 15 minute, 16mm color film and a teacher's guide. The members of a West Virginia family talk about the way they live – their attitudes toward work and home, their leisure activities, and the values that shape their daily lives. John considers the life styles of other families but decides he likes the way he lives best. The teacher's guide contains the accompanying lesson designed to help students explore alternatives and discover whether the various career choices and their associated nonwork aspects are in harmony with their projected life styles. Introductory activities and 2 levels of purposes; key questions; things to consider; and short-term, long-term, and subject activities are also included in this lesson.
Publisher: Agency for Instructional Television, 1974

3–6 **SCHOOL AND JOBS** C0647

This unit from the BREAD & BUTTERFLIES television series contains a 15 minute, 16mm color film and a teacher's guide. The tasks, roles, activities, and personalities in adult work situations – a hospital, a factory, and a general store – are compared to school. The teacher's guide contains the accompanying lesson designed to help students investigate the similarities and differences between school learning and work activities and relate this learning to environmental and societal demands. Introductory activities and 2 levels of purposes; key questions; things to consider; and short-term, long-term, and subject activities are also included in this lesson.
Publisher: Agency for Instructional Television, 1974

3–6 **PEOPLE NEED PEOPLE** C0648

This unit from the BREAD & BUTTERFLIES television series contains a 15 minute, 16mm color film and a teacher's guide. Examples of positive dependent and interdependent relationships in work and in leisure activities are demonstrated in this documentary film. The teacher's guide contains the accompanying lesson designed to help students understand the ways workers depend on each other to meet their physical, social, and psychological needs and to help them increase the effectiveness of their interdependent relationships. Introductory activities and 2 levels of purposes; key questions; things to consider; and short-term, long-term, and subject activities are also included in this lesson.
Publisher: Agency for Instructional Television, 1974

3–6 **I AGREE, . . . YOU'RE WRONG!** C0649

This unit from the BREAD & BUTTERFLIES television series contains a 15 minute, 16mm color film and a teacher's guide. The director and the cameraman can't agree on the filming of a scene; another crewman helps two young actresses see that they aren't to blame for the conflict. The film ends on a dramatic note demonstrating the importance of good interpersonal skills. The teacher's guide contains the accompanying lesson designed to help students develop the social skills that form the basis for social interaction, work satisfaction, self-respect, and achievement. Introductory activities and 2 levels of purposes; key questions; things to consider; and short-term, long-term, and subject activities are also included in this lesson.
Publisher: Agency for Instructional Television, 1974

3–6 **DECISIONS, DECISIONS** C0650

This unit from the BREAD & BUTTERFLIES television series contain a 15 minute 16mm color film and a teacher's guide. Newcomer Tommy realizes his friend Joey is a misfit whose every move encourages rejection. The decision point becomes the weekend trip when Tommy must choose between loyalty to Joey or group acceptance. The teacher's guide contains the accompanying lesson designed to help students learn to apply the decision-making process, discover the factors that influence decisions, and determine the possible consequences of given decisions. Introductory activities and 2 levels of purposes; key questions; things to consider; and short-term, long-term, and subject activities are also included in this lesson.
Publisher: Agency for Instructional Television, 1974

GUIDANCE

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7–A **MY CAREER GUIDEBOOK, ED. 2** **C0108**

This unit consists of student text and teacher's guide. It is designed for use in group guidance classes but has many applications. It helps students delve more deeply into their personal attitudes, characteristics and behavior. It also provides extensive information about general behavioral requirements expected of all workers.
Publisher: Bruce (Benziger Bruce & Glencoe, Inc.) 1974

7–12 **ABOUT YOU AND OTHERS – FAMILY DEVELOPMENT SERIES** **C0117**

This series of 6 books is designed to help individuals satisfy their basic human wants and needs and enjoy life fully. Each book centers on one aspect of an individual's needs – to know who and what you are, to relate to and with other people, to work and manage your own affairs, and to contribute to the good of all people. Titles are: *Understanding Yourself; Becoming a More Effective Person; Family Money Management; Communicating With Others; Working With Others;* and *Where to Go, Who to See, What to Do.*
Publisher: Steck-Vaughn Co.

9–A **HOLDING A JOB** **C0128**

This 49 page student workbook is one of a series of high-interest, low vocabulary materials for young adults and adult students with a reading level of 5th or 6th grade. We follow Roy Bishop in a continuing story throughout the book. Career information, including educational requirements, outlook for jobs, and general pay scales are presented as Roy comes in contact with that occupation in different situations. This book is concerned with good working habits, job conditions, commuting, jobs in business and industry, domestic and employment crises and how to handle them.
Publisher: Follett Publ. Co., 1974. (Richard H. Turner, author)

4–9 **CAREER AWARENESS PROGRAM** **C0029**

The preview material kit includes 6 filmstrips, 7 cassettes, and 7 books. It is designed to give an overview of the *Career Awareness Program. Career Awareness* explores the concepts of money, work, life styles, non-paid work, family, job clusters, leisure time, human contribution, and self-satisfaction. It also helps to establish the lifelong habits of self-motivated evaluation, flexibility and development that are essential to later adult life. The program content is divided into 8 sequential units: *Satisfying Basic Needs, Work and the Family, The Community and How It Functions, The Value of Things, Rich and Poor: Ways of Living, Ways of Working, What Do You Want to Be?,* and *Living In The World of Work.*
Publisher: Scott Education

9–12 **CAREER DIRECTIONS: CHOOSING THE KIND OF JOB YOU WANT** **C0145**

The unit includes 2 filmstrips, corresponding cassette or record narration, 2 transparencies, 2 spirit masters, 1 student booklet, and 1 teacher's guide. It is designed to help students develop criteria for choosing a career. Students are encouraged to identify their abilities, interests and values and to analyze jobs for characteristics that meet their needs and preferences. The 2 parts are titled: *What Are You Looking For?* and *Meeting Your Needs.*
Publisher: Changing Times Education Service

9–A **CAREER DIRECTIONS: STAYING WITH IT AND GETTING AHEAD** **C0147**

The unit includes 2 filmstrips with corresponding cassette or record narration, 1 student booklet, 2 transparencies, 2 spirit masters, and 1 teacher's guide. The unit is designed to help students orient themselves to the world of work and develop guidelines for succeeding on the job, in addition to identifying potential on-the-job problems and approaches to them. Part 1 of the unit deals with the art of working with others as well as factors that contribute to the successful performance of a specific job. Part 2 emphasizes the importance of careful evaluation and planning in setting and achieving personal career goals.
Publisher: Changing Times Education Service

7–A **WORKING AMERICANS** **C0602**

This multimedia unit contains 1 filmstrip, 1 cassette, 2 duplicating masters, 1 wall chart, 2 case studies, and 1 teacher's guide/filmstrip script. Through an investigation of work in America, this program helps students understand their own values and future career goals. The role and lifestyle of the worker, today's work ethic, personality and job satisfaction, and unemployment are discussed. One case study follows up on these issues; the other discusses the labor-management relationship. "Career Options" is a concluding activity which involves students in an analysis of career choices. Teaching aids are included.
Publisher: Newsweek, Inc., 1975

GUIDANCE

GRADE

9–14 **FIELDS OF INTEREST CHECKLIST** T0112

This 6 page listing of fields of academic interest is grouped according to major academic areas for use by students. The purpose is for higher education planning.
Developed by: Colorado Counselors

9–10 **EXERCISE IN DECISION MAKING** T0108

This 6 page student workbook is designed to emphasize decision making. A self-evaluation section, information fact sheets and a strategy section are included. A selection process of buying a car is compared to the selection process of choosing a job career.
Developed by: John McFarland

7–12 **ADOLESCENT CONFLICTS: COPING WITH COMPETITION** C0074

This kit of 2 filmstrips, 2 cassettes, and teacher's guide/reading script explores positive and negative aspects of competitive behavior and examines competitive values in conflict with fairness, cooperative impulses, and individuality. The objectives of the unit are: to discuss and evaluate the students' feelings about competition, to cope more effectively with conflicts between personal values and the competitive values of society, to recognize that there can be positive values in competition, to better understand the differences between competing for fulfillment and competing to win, and to recognize and deal with pressures for success exerted by society.
Publisher: Guidance Associates, 1973

9–12 **ADOLESCENT CONFLICTS: SEEKING INDEPENDENCE** C0075

This kit of 2 filmstrips, 2 cassettes and teacher's guide/reading script demonstrates a teenager's search for independence. Don overcomes his parents' manipulative tactics to win a family argument; then unknowingly uses similar tactics in trying to influence his girlfriend's vacation plans. The unit has been developed to help students realize that conflicts will probably occur when they seek to establish their independence from their families, and that the methods they use to assert their independence are as important as the fact of establishing it.
Publisher: Guidance Associates, 1973

5–12 **THE COPING WITH SERIES** C0165

The series of 23 booklets and 1 teacher's manual is written for young people about their interests, values, and problems with which they are most concerned. The series deals with developing expertise in communication skills and social interaction skills, learning to deal with problems from unanticipated developments, developing values, and developing the ability to consider the future and learning to be adaptable. The series of books may be used for individual reading, as background for class discussions and for special group counseling and guidance.
Publisher: American Guidance Service Inc.

9–A **JOB ATTITUDES: LIKING YOUR JOB AND YOUR LIFE** C0069

This set of 4 filmstrips, 2 cassettes, and teacher's guide/reading script was developed to emphasize the valid and equally dignified alternative to a college education or white collar work. Skilled blue collar workers enjoy a high degree of job security, excellent earnings, a frequently shorter work week than their white collar counterparts, and the social status in their communities which accompanies the acquisition of material goods. Another emphasis is on working women and non-white workers. Those interviewed are: a construction worker, a factory worker, a community worker, and a TV repairman.
Publisher: Guidance Associates, 1970

3–6 **TEACHING GOOD MANNERS AND BEHAVIOR** C0490

This unit contains 2 filmstrips, 1 cassette, and 1 teacher's guide/filmstrip scripts. Cartoon-like, thought-provoking unfinished stories use the problem-solving technique to get students to think about manners and social behavior. Ten everyday school situations emphasize habits of thoughtfulness and attitudes of responsibility toward others. The teacher's guide includes discussion questions.
Publisher: Educational Activities, Inc., 1968

4–6 **VALUES: UNDERSTANDING OTHERS** C0506

This 8¼ minute, 16mm color film gives viewers the opportunity to see the various traits and personalities exhibited by boys playing together. Students examine the boys' behavior toward their peers and a younger child and apply these observations to their own lives. Through better understanding, students learn to care more about other people. Discussion questions are included.
Publisher: BFA Educational Media, 1970

GUIDANCE

GRADE

K–6 **LEARNING TO LIVE WITH OTHERS, GROUP I** **C0047**

These 2 filmstrips, corresponding cassette narration, and 2 teacher's guides/reading scripts are part of a series that illustrates basic life values. The unit *Learning to Be Your Best Self* demonstrates that everyone has different talents and abilities, and that everyone has something special to offer. It is impossible to try to be someone else. In *Learning About Listening* Freddy realizes that he must stop talking in order to listen, and that listening is a good way of showing your friends that you care about them. You'll be surprised at what you can learn by listening.
Publisher: Family Films, 1971
Distributor: Singer/Society For Visual Education

5–7 **FOUNDATIONS FOR OCCUPATIONAL PLANNING** **C0040**

These two captioned filmstrips are part of a larger set that is designed to aid students in evaluating their individual characteristics and relating them to the world of work. It introduces students to job families and emphasizes the relationship between possible careers and the amount of formal education. Titles are: *Who Are You?* and *What Do You Like To Do?*
Publisher: Singer/SVE, 1967

8–14 **CLARIFYING YOUR VALUES: GUIDELINES FOR LIVING** **C0150**

The two part kit contains 160 slides in two carousel cartridges, two records, two cassettes and one teacher's guide/script. It is designed to help students explore ways to analyze our present values and how to make value choices. It stresses the idea that we must live by our own standards even though we may find risks involved. A commentary includes excerpts of literature and music.
Publisher: The Center For Humanities, 1974

9–14 **COPING WITH LIFE: FRUSTRATION AND DISAPPOINTMENT** **C0151**

The two part kit contains 160 slides in two carousel cartridges, two records, two cassettes, one teacher's guide/script, and student activity sheets. It is designed to help the student examine four common areas of adolescent frustration and each area outlines positive and negative mechanisms. It emphasizes that the positive mechanisms are designed not only to help the adolescent deal effectively with frustration but also to become psychologically mature. The commentary includes excerpts of literature and music.
Publisher: The Center For Humanities, 1974

10–12 **LIFE ISSUES OF OLDER TEENS** **C0049**

This kit contains two filmstrips, corresponding cassette narration, and two teacher's guides/reading scripts. It is part of a series in which teenagers representing a cross-section of ethnic groups and socio-economic backgrounds discuss problems in various areas. These open panel discussion units can be used as a focus point for classroom discussion by helping students recognize a problem area and clarify their own ideas. Titles are: *What Do You Believe About Life?* and *Choosing a Career.*
Publisher: Family Films, 1970
Distributor: Singer/Society For Visual Education

9–A **CAREER VALUES: WHAT REALLY MATTERS TO YOU?** **C0078**

This program of 5 filmstrips, 5 cassettes and teacher's guide explains the skills of identifying and articulating personal values, of ranking personal values and creating individual priorities, and of applying this knowledge to career choice. Each unit portrays contrasting values of actual workers. Part I is *Identifying Values.* In *Chance Taking,* John and Tom discuss forming a business, John wants independence, Tom wants security. *Work Environment* contrasts Patty's structured, lavish office with Betsy's small, informal workplace. *Personal Commitment* compares Ed's storefront legal work with Wallace's career in a large law firm. *Time* contrasts the artist Carol's hectic freelance schedule with that of Joe, who works a 9 to 5 day in a design studio.
Publisher: Guidance Associates, 1974

4–8 **CAREER INSIGHTS AND SELF AWARENESS GAMES** **C0610**

This unit includes 6 game guides, 6 bags of game pieces, 1 bag of numbers, 8 duplicating masters, 1 game cloth, and 1 game leader's manual. These noncompetitive games provide an opportunity for the participants (4 to 30 players) to explore their feelings and ideas and to share them with others. When played as a series, these games offer a progressive assessment of insights and awareness of self. Game titles are *1 Interests Continuum, 2 Life Goals, 3 Life Situations, 4 How I See My Abilities, 5 Data-People-Things Puzzle,* and *6 Interests Triangle.*
Publisher: Time Share – A Houghton Mifflin Company, 1973

GUIDANCE

GRADE

7–A **LEARNING TO BE TOGETHER** C0421

This kit contains 4 filmstrips, 4 cassettes and teacher's guide. It is designed to assist students in examining behavior and attitudes which prevent communication and understanding between people and to explore different ways of handling these feelings and attitudes. *Keeping People Apart* examines common situations in which miscommunication and misunderstanding occur as a result of unexpressed feelings of anger, hostility, envy, and jealousy. *People Are People* discusses the human need for acceptance and self respect and how certain groups are not allowed these experiences as a result of prejudice. Three people talk about prejudice and how it affects blacks, Jews, and the handicapped. *Putting People In Boxes* identifies traditional role and career expectations for men and women and how these expectations influence one's choices and behavior. *Love* explores the many facets of this emotion which are not portrayed in stereotyped movies and TV shows. People of different ages, sexes, and backgrounds discuss their feelings about love, affection, touching, marriage, companionship, and passion, and how love can be a part of many different ways of relating.
Publisher: BFA, 1975

9–12 **INDIVIDUAL CHOICES, LIVING IN THE FUTURE: NOW** C0432

See complete entry under *Social Studies.*

8–12 **CAREERS: EXPLORATION AND DECISION** C0357

This program includes a 120 page student text and a 27 page teacher's guide. This text is for any young person faced with the problem of choosing a career. It is a book of information and ideas designed to deepen insights and broaden perspectives for all pursuing a career and is designed to help students evaluate their own interests and aptitudes relating to the choice of a career. It describes how to choose careers for personal fulfillment and satisfaction. The book also treats three major areas of career education: self awareness, occupational opportunities, and the decision-making process.
Publisher: Prentice-Hall, 1974

K-3 **CDCP LEVEL 1: DISCOVERING SELF IN WORK AND PLAY** C0202

The unit includes 3 filmstrips with corresponding cassettes, 1 flipbook, 10 story study prints, and 1 teacher's guide. The purpose of this program is to help children expand their awareness of who they are and what they do. It also helps children begin to acquire a view of themselves in terms of their own activities and those of others. They are introduced first to the fact that they share characteristics which make them unique. Children become aware that people have daily activities, some of which almost everyone does, and some which are peculiar to each individual. They also become aware of the individuality inherent in how individuals feel about their daily activities.
Publisher: McKnight Publishing Co.

9–12 EMH **BASIC SKILLS SERIES** C0274

This unit consists of 5 filmstrips, corresponding cassette narration, and teacher's guide. Designed for high school EMH students, these five units are high interest, with low but relevant vocabulary. The unit *Making Change* does discuss many occupations which require the ability to handle money. Other unit titles are: *The Telephone Book, Telling Time, Applying For Credit,* and *Using the Dictionary.*
Publisher: Interpretive Education, 1975

10–A **CAREER SATISFACTION AND SUCCESS** C0549

This 194 page book describes ways employees can analyze their strengths, set goals and meet them, cope with or overcome job frustrations, negotiate for promotions or lateral transfers, and get raises. Advice to help managers clarify each employee's strengths and weaknesses, devise job enrichment programs, boost employee morale and productivity, and eliminate personality conflicts is included.
Publisher: AMACOM, A Division of American Management Associations, 1974

10–A **BREAKTHROUGH: WOMEN INTO MANAGEMENT** C0553

This 202 page book is a pragmatic presentation of the factors involved in recruiting, employing, training, and advancing more women into management positions. The reasons for the small number of women in management roles, the need for changes in policies and practices, the components of the managerial climate, and guidelines for a new direction are discussed. Innovations in awareness training and management development are described. Sources of technical assistance are included.
Publisher: Van Nostrand Reinhold Company, 1972

GUIDANCE

GRADE

9–A **COMMUNICATION SKILLS: LEARNING TO LISTEN AND EXPRESS YOURSELF** **C0153**

See complete entry under *Language Arts.*

K–3 **FIRST THINGS: YOU GOT MAD, ARE YOU GLAD?** **C0062**

This program of 2 filmstrips, corresponding cassette narration, and teacher's guide/reading script promotes an increase in children's feelings of self-worth, awareness of different ways that people express hostility toward one another, freedom to talk about feelings resulting from hostility, the ability to see hostile interaction from another person's point of view, and powers to recognize different ways to reduce hostility between people.
Publisher: Guidance Associates, 1970

10–A **THE PURSUIT OF HAPPINESS: MAN'S SEARCH FOR THE GOOD LIFE** **C0158**

The 2 part unit includes 160 slides in 2 carousel cartridges, 2 records, 2 cassettes, and 1 teacher's guide, including script and sources. The program surveys the good life historically, as men and women have represented it in art, literature and politics. Students trace changing concepts of the good life: The Greeks sought it in the philosophies of Plato, Aristotle and Epicurus; the Romans in conquest and travel; St. Augustine in the spiritual life; the Medieval French in the tradition of courtly love; the Renaissance man in education, culture and wealth; the Romantics – like Byron, Goethe and Rousseau – in adventure, freedom and a return to nature.
Publisher: The Center for Humanities

1–4 **ROBERT AND HIS FAMILY** **C0037**

See complete entry under *Social Studies.*

9–A **HARD CHOICES: STRATEGIES FOR DECISION-MAKING** **C0155**

This kit contains 160 slides in 2 carousel cartridges, 2 phonodiscs, 2 cassettes, teacher's guide/reading script, and program summary sheet. The program teaches students a series of decision-making skills. It examines the importance of establishing values, recognizing alternative courses of action, gathering necessary information and applying practical decision-making strategies. Relevant works of literature are combined with movie stills, photographs, graphics as well as masterpieces of art to give students a broader perspective and to reassure them that their struggles and difficulties in growing up are not unique.
Publisher: The Center for Humanities, 1975

9–13 **COPING WITH LIFE: THE ROLE OF SELF CONTROL** **C0149**

The two part kit contains 160 slides in two carousel cartridges, two records, two cassettes and one teacher's guide/script. It is designed to help students explore self-control as an expression of feelings in a socially acceptable manner. It deals with problems of society and also with relationships with parents, peers and teachers. It emphasizes understanding the feelings and needs of others, cooperation and the constructive expression of differences as important elements of self-control. Effective use of art and music are used to achieve the total message.
Publisher: The Center for Humanities, 1975

K–A **VALUES CLARIFICATION** **C0450**

This 397 page book engages students and teachers in the active formulation and examination of values. This approach involves students in practical experiences and creates an awareness of their feelings, ideas, and beliefs. They are then able to make conscious and deliberate decisions based on their own value systems. Seventy-nine strategies help students build the 7 valuing processes in their lives. Each strategy includes the purpose, detailed procedures, and tips for teachers. Most of the strategies can be applied to any age level when the items are adapted to the specific group.
Publisher: Hart Publishing Company, Inc., 1972

13–A **CAREERS THROUGH COOPERATIVE WORK EXPERIENCE** **C0363**

This 172 page book helps students to achieve their career goals through cooperative education and to be successful on their jobs. A 3-step process (including cooperative work experience) enables students to become aware of their career interests and to channel their energies toward their specific occupational choices. Topics include making career decisions, writing resumes, job interviews, learning objectives, human relations at work, and combining college and work experiences to achieve upward mobility. Numerous examples and student reference guides strengthen and clarify essential points.
Publisher: John Wiley & Sons, Inc., 1977

GUIDANCE

GRADE

6–12 **WORKING** C0170

The unit includes 4 filmstrips, 4 cassettes, 20 activity master sheets, and 1 teacher's guide. The unit explains that man has worked in one way or the other for thousands of years to provide for his basic needs. Even today, equipped with sophisticated computers, sundry technological advances and more and more leisure time, work is still an important part of our everyday life. Understanding the nature of work and developing attitudes about the personal, social, and economic significance of work are essential to our understanding of the world around us. This series explores these vital topics as it examines the reasons people work, the training and experience needed for different jobs, and the future of work.
Publisher: BFA

K–4 **THE IMPORTANCE OF YOU** C0172

The unit includes 4 filmstrips, 4 cassettes, and one teacher's guide. The unit is designed to help students understand the importance of individual differences. The filmstrips show children engaged with their peers, their families and their friends. They also provide experiences with which the teacher can guide children to clearer understanding – and good feelings – about themselves, their emotions, and the people around them. The titles of the filmstrip are: *You Are Somebody Special, Who's In Your Family, Who Are Your Friends,* and *Your Feelings.*
Publisher: BFA

4–12 **GOING PLACES WITH YOUR PERSONALITY** C0133

This book uses information, observation, and discussion to help students develop desirable attitudes and habits. There is a strong emphasis on interpersonal relationships. The PACEMAKER series was developed for secondary students with special needs but is also of interest to students at the upper elementary level. Reading level is Grade 2.7 (Spache).
Publisher: Fearon Publishers

K-6 **VALUES SERIES** C0188

See complete entry under *Social Studies.*

7–A **HUMAN RELATIONSHIPS: WHY THEY SUCCEED OR FAIL** C0160

This set of 160 slides in 2 carousel cartridges, 2 records, 2 cassettes and teacher's guide/reading script combines relevant works of literature with movie stills, photographs, graphics and masterpeices of art. The program examines role playing, warning that there is the danger of losing the freedom to grow and change, thus limiting one's potential as a person. Modes of gaining knowledge are discussed and emphasis is placed on the importance of accepting our shortcomings while retaining our basic self-confidence. Students study the various elements necessary for a satisfying relationship, especially the ability to go on loving people even after recognizing that they are not perfect. Works of art are used to achieve the goals of this unit.
Publisher: The Center for Humanities, 1975

K–4 **DEVELOPING BASIC VALUES** C0043

This kit of two filmstrips, corresponding cassette narration, and two teacher's guides/reading scripts is part of a series designed to help students understand and develop moral and ethical values. Students are introduced to the concept of property, and that everyone has a right to own property without fear of theft or damage. Students are also encouraged to be fair in thought and action, show consideration for others, and to make full use of their potentials. Titles are: *Respect for Property* and *Consideration for Others.*
Publisher: Singer/SVE, 1964

K–3 **WHAT IS WORK? WHAT IS PLAY?** T0253

Included in this eight page unit are examples of classroom units and some suggestions for other units which might be developed for primary children. Students will develop the ability to place things in proper categories and to tell stories and discuss a particular topic. Students become aware that activities in which they are participating are work for some individuals and play for other individuals. With each career discussed, correlating suggested activities are provided.
Developed by: Phyllis Kelly

9–12 **UNDERSTANDING YOUR PARENTS** C0390

This program includes 2 filmstrips, 2 cassettes, and a discussion guide. The purpose of this program is to examine some of the specific areas where lack of mutual understanding between parents and their children is likely to occur. The idea is to look at the parent-child relationship not as two foreign countries, but as people who love each other, and who may have forgotten how to express themselves so that the real meaning gets across.
Publisher: Guidance Associates, 1972

GRADE

10–A **FINDING A JOB YOU FEEL GOOD ABOUT** C0543

This 111 page book provides a do-it-yourself way for finding out the types of work that will be the most fulfilling to each individual's personality. Readers rate their interests, talents, and strengths and determine the types of tasks and accomplishments that give them the greatest satisfaction. The final "Full Picture Chart" and "Job Skill Chart" enable individuals to line up their special interests and abilities with definite job/career possibilities.
Publisher: Argus Communications, 1977

10–A **THE QUICK JOB-HUNTING MAP** C0545

Prior to the job search individuals need to determine the skills they have and enjoy; identify where they would like to use these skills (e.g., location, working conditions, salaries); and find out how to get hired in one of the identified right places. This 23 page booklet helps individuals work through these 3 steps, organize their luck, and put together their information to job hunt quickly and effectively.
Publisher: Ten Speed Press, 1975

10–A **THE CAREER GAME** C0546

This 263 page career management handbook helps people gain control over their career and life affairs by teaching them the way the job market system functions. This step-by-step guide provides strategies to help individuals decide what they want most out of life, analyze alternatives and choose the right careers, market themselves, and obtain career information. Techniques for determining the economic, growth, and advancement potential of particular jobs and a 5-step plan for decision making are included.
Publisher: Ballantine Books, 1976

11–A **JOBS, HOW PEOPLE CREATE THEIR OWN** C0548

This 228 page pragmatic guide helps people find enjoyment from and establish personal autonomy over their work. Case studies focus on alternative organizations for work in the professions and the number of businesses organized to meet the needs of the owners-members. The work arrangements combining ownership with craftsmanship and the new patterns for relationships between the participants of these often cooperative enterprises are described.
Publisher: Beacon Press, 1977

9–12 **SCHOOL DROPOUTS** C0632

This series contains 2 filmstrips, 2 cassettes, and 1 program guide. The purpose of this program is to make students aware of the difficulties they may encounter in their search for employment if they do not complete their high school education. It shows that there are alternative ways to acquire a diploma or its equivalent. The program explores the reasons educators give for students dropping out of school as well as the reasons given by some of the dropouts themselves. Courses or curriculum units that could successfully incorporate this series include current events, social studies, guidance, careers, economics, values, or psychology.
Publisher: The Associated Press and Prentice Hall Media, 1978

7–A **CAREER EXPLORATION: YOU AND YOUR FUTURE** C0655

This unit contains a 216 page textbook and a 95 page workbook. The text deals with self-understanding, career choice, job finding and job advancement, unions, government, taxes, and new career opportunities for women. The text features chapter discussion questions; graphs, charts, and cartoons; and sources of supplementary career information and materials. The workbook contains 50 problems which parallel the textbook subject matter and involve rating occupations, learning work-world vocabulary and the job duties for various jobs, filling out pre-employment forms, and using bank services.
Publisher: Fairchild Publications, Inc., 1975

7–A **JANUS JOB PLANNER** C0667

Geared for special-needs students and written at a second grade reading level (Spache), this unit contains an 88 page guide and a teacher's manual. Designed to be used as a self-directed tool for career investigation, this guide offers a systematic approach to help students define work interests and review past work experiences, make job choices based on self-determined criteria and evaluate the chances for success, and establish and make plans for achieving goals. A set of vocabulary-controlled, self-scoring inventories and exercises is the medium for self-exploration. A job [illegible] with 60 entry-level job descriptions and teaching aids are included.
Publisher: Janus Book Publishers, 1976

GUIDANCE

GRADE

7–12 **GUIDANCE – SECONDARY METHODS** T0058

The 16 lesson plans in this collection have been designed to implement career education concepts into the classroom. Subjects covered range from self-awareness and values clarification to beginning competencies and skill awareness. Each plan lists its individual objectives, activities, and materials needed, along with an evaluation of how the unit was received in the classroom.
Developed by: ED 596, Al Renzelman, coordinator

9–12 **WHY LEARN THAT? VALUES IN EDUCATION** C0411

This program includes 160 slides in 2 carousel trays, 2 records and/or 2 cassettes, and a teacher's guide. This program identifies both the life and academic skills that can be learned in high school. It is designed to motivate students to explore their own educational values and to understand how these values relate to later life and career success. Part one shows that the high school provides such a wide variety of settings, situations and people: it can serve as a laboratory in which students learn the skills that prepare them for later life. Part two seeks to answer the question: When we have a high-school diploma, what is it that we know?
Publisher: The Center for Humanities, Inc., 1976

7–12 **SELF-FULFILLMENT: BECOMING THE PERSON YOU WANT TO BE** C0156

This program consists of 227 slides in 3 carousel trays, 3 cassettes and/or 3 records, and a teacher's guide. The program is designed to help students grasp the importance of self-fulfillment, set practical goals and take the necesary steps toward achievement by matching their personalities to specific careers. Real and fictional young people demonstrate how interests, aptitudes and talents must be evaluated before goals can be achieved. The program also shows young people fulfilling their basic needs and developing their creativity in activities such as the theater, work with the visually handicapped, wildlife study, carpentry, auto mechanics and horticulture.
Publisher: The Center for Humanities, 1976

1 **DEVELOPMENT OF LIFE PLANNING GOALS THROUGH CAREER EDUCATION-GRADE 1** T0018

This 217 page activity oriented unit is designed to help students become aware of their unique positive potentials and to assist them in developing their life goals. This unit is an integration of "self awareness" and "career awareness" and each student develops a strength profile which is used as a power base by which he/she can alter the present and direct the future. The following occupational clusters are included: Environmental Control, Health, Hospitality and Recreation, Marine Science, Personal Services, and Transportation. Some of the activity ideas included do require the use of commercial materials.
Developed by: Harrison School District No. 2

2 **DEVELOPMENT OF LIFE PLANNING GOALS THROUGH CAREER EDUCATION-GRADE 2** T0019

This 175 page activity oriented unit is designed to help students become aware of their unique positive potentials and to assist them in developing their life goals. This unit is an integration of "self awareness" and "career awareness" and each student develops a strength profile which is used as a power base by which he/she can alter the present and direct the future. The following occupational clusters are studied: Communications and Media, Fine Arts and Humanities, Manufacturing, Marketing and Distribution, Business and Office, Consumer/Homemaking Education, Construction, and Agri-Business and Natural Resources. Some of the activity ideas included do require the use of commercial materials.
Developed by: Harrison School District No. 2

7–A **SORTING YOURSELF OUT** C0501

This unit contains 6 filmstrips, 6 cassettes, and 1 discussion guide/filmstrip scripts. These open-ended filmstrips help students develop positive self-concepts that enable them to think about and to sort themselves out. High school students talk about themselves; American society; and their feelings, families, friends, and schools. Filmstrip titles are *Your World of Feelings, Looking at Yourself, You and Your Family, You and Your Friends, You and Your School,* and *You and the American Society.* The discussion guide includes teacher's aids.
Publisher: Pathescope Educational Media, Inc., 1976

9–14 **NORTHEAST COLORADO BOCES CAREER DEVELOPMENT STUDENT GUIDE** T0110

This is a 2 page form for students to list the courses to be taken in high school and college which will enable the student to see at a glance if these courses correlate with one's career choice. Students also list extracurricular activities that will benefit in occupational planning.
Developed by: Northeast Colorado BOCES

GUIDANCE

GRADE

7–12 **YOU AND YOUR PARENTS** C0434

This program includes 4 filmstrips, 4 cassettes, and 1 teacher's guide. This series is designed to help students define differences and similarities between their generation and that of their parents. The program suggests that involvement with parents and peers on a level that encourages real communication and real participation in society is essential in the young adult's search for identity. Dr. William Glasser's point of view is defined as: 1) problems arise when needs are not satisfied; 2) a basic need is love and feeling of worth; 3) when problems arise only the sufferer can reach out to find support that is needed. Filmstrip titles are: *What Are The Differences?; Loneliness and Failure; Problems – School and Society; Problems – Drugs, Alcohol, and You.*
Publisher: BFA, 1975

8–12 **CAREERS AFTER HIGH SCHOOL** C0349

See complete entry under *Multi-Cluster.*

6–9 **COMMUNICATION AND YOU** C0226

See complete entry under *Language Arts.*

9–12 **SELF APPRAISAL FOR DECISION MAKING AND CAREER PLANNING** C0229

See complete entry under *Language Arts.*

7–12 **THE MENTAL/SOCIAL ME** C0326

See complete entry under *Science.*

8–12 **AM I WORTHWHILE? IDENTITY AND SELF-IMAGE** C0152

The two part kit contains 160 slides in two carousel cartridges, two records, two cassettes, one teacher's guide/script and student activity cards. It is designed to help the student understand that during adolescence, young people experience psychological and physical changes that disrupt the relatively stable personality structure that existed during their elementary school years. It evaluates their feelings of self-worth and stresses that a positive self-image is a prerequisite for healthy personalities in adolescents as well as adults.
Publisher: The Center For Humanities

9–A **FINDING YOUR FIRST JOB** C0263

See complete entry under *Employability Skills.*

9–A **GETTING MARRIED** C0510

This 16½ minute, 16mm color film uses a mixture of dramatic scenes, real-life interviews, and silent film movie clips to examine the reasons people marry – past and present. By briefly following the experiences of two representative couples, the film encourages viewers to explore their own attitudes and expectations about getting married. When a couple examines the reasons for getting married before, instead of after taking their marriage vows, chances for success can be greatly improved. Activity suggestions are included.
Publisher: BFA Educational Media, 1975

9–A **THE HUMAN IMAGE: MASCULINITY/FEMINITY** C0511

This 14 3/4 minute, 16mm color film takes a whimsical and serious look at our definitions of "men" and "women" and the ways these definitions have changed in recent years. The marriage of a young couple and their subsequent struggle to make their relationship work show the feelings, ideas, fantasies, and images inherent in the sex role expectations of men and women. The effects of stereotyping in relationships between the sexes and in all individuals' lives raise provocative questions for discussion.
Publisher: BFA Educational Media, 1975

K–8 **ANNIE AND THE OLD ONE** C0514

This 14½ minute, 16mm color film helps young people understand and accept change. A Navajo girl, Annie, loves to hear her grandmother's stories; but one day the Old One reveals a sad truth – when the new rug on the loom is finished she will go to Mother Earth. Annie cannot imagine life without her grandmother and plots to keep the rug from completion. The Old One helps Annie to understand the cycle of life. When Annie accepts this knowledge, she announces she will work on the rug using her grandmother's beautiful weaving stick.
Publisher: BFA Educational Media

GUIDANCE

GRADE

Pre–2 **CAREER AWARENESS: A PRIMARY INTRODUCTION TO CAREER EDUCATION** C0035

This kit consists of two filmstrips, corresponding cassette narration, and two teacher's guides/reading scripts. The unit *I Have a Body* provides a basis for the development of self-concept in relation to the use of physical skills. *I Have a Brain* describes functions of the brain. Students will recognize that the thinking process is used to solve problems and make choices; that the brain translates sound into meanings and visual images into meaningful symbols; and become aware of familiar adults and how they use the thinking process in the things they do.
Publisher: Singer/Society for Visual Education, 1974

10–12 **POPULARITY PROBLEMS OF OLDER TEENS** C0050

These two filmstrips, corresponding cassette narration and two teacher's guides/reading scripts are part of a series of recorded panel discussions by teenagers from a variety of backgrounds. These students discuss their opinions on many problems. The units can be used as the focus point for class discussions. Titles are: *Accepting Yourself* and *Learning to Relate to Others.*
Publisher: Family Films, 1970
Distributor: Singer/Society For Visual Education

K–3 **TALES OF WINNIE THE WITCH** C0034

This set of two filmstrips, two cassettes, and two teacher's guides/reading scripts is part of a larger kit whose objective is to present stories which will lead students to a meaningful discussion of moral values and desirable and undesirable behavior, to examine human follies and foibles without rancor or condemnation, and to help students make value judgements. *Lucifer and Bully Balderdash* deals with how to handle a bully and with the golden rule. *The Lake Murkwood Monster* discusses lying and the need to investigate both sides of a story before making a decision.
Publisher: Singer/Society for Visual Education, 1975

K–3 **GETTING TO KNOW ME** C0033

This program of two filmstrips, corresponding cassette narration, and two teacher's guides/reading scripts is part of a series that encourages and fosters a child's individuality within the framework of acceptable social interaction, based on mutual respect and trust. The unit *People Are Like Rainbows* develops the concept that we are all alike in some ways, and different in other ways, and differences are as acceptable as likenesses. The unit *A Boat Named George* demonstrates that to be able to work cooperatively with others, one must appreciate one's own worth and the worth of others.
Publisher: Singer/SVE, 1969

8–12 **PROBLEMS IN HUMAN RELATIONS: RESOLVING PERSONAL CONFLICTS** C0148

The two part kit contains 160 slides in two carousel cartridges, two records, two cassettes and 1 teacher's guide/script. It is designed to help students analyze and deal with interpersonal conflicts with parents and peers. It shows conflicts as a natural part of growth and that understanding the causes of conflicts helps solve them.
Publisher: The Center for Humanities, 1975

9–14 **HOW WE BECOME OURSELVES: THE SHAPING OF PERSONALITY** C0159

This set of 160 slides, 2 cassettes, 2 records and teacher's guide explores the twin forces of heredity and environment, describing the myriad influences that shape the human personality from infancy to maturity. Students see that the "real me" is not simply the product of unconscious wishes, of reason or even of the voice of conscience, but rather all three forces working together. The program also discusses personality problems and the psychotherapeutic techniques used to overcome them. Relevant works of literature and art are used to illustrate concepts.
Publisher: The Center For Humanities, 1974

9–A **JOB-RELATED ISSUES: WHAT'S RIGHT?** C0476

This unit contains 2 filmstrips, 1 cassette, 2 duplicating masters, 1 discussion guide/filmstrip scripts and is a part of the VALUES IN A DEMOCRACY SERIES. Open-ended dilemmas demonstrate the influence of values in every decision and the connections between conscience, power, and public decision making. In Part 1, a waitress has promised her employer to report her tips but is urged by her fellow workers to conceal this income. In Part 2, Lydell must decide whether to report the illegal pollution of the city's water supply by his employer. Two written dilemmas offer an alternative means for approaching civics-related moral issues.
Publisher: Guidance Associates, 1976

GUIDANCE

GRADE

3 **DEVELOPMENT OF LIFE PLANNING GOALS THROUGH CAREER EDUCATION - GRADE 3 T0020**

This 161 page activity oriented unit is designed to help students become aware of their unique positive potentials and to assist them in developing their life goals. This unit is an integration of "self awareness" and "career awareness" and each student develops a strength profile which is used as a power base by which he/she can alter the present and direct the future. The following occupational clusters are included: Environmental Control, Health, Hospitality and Recreation, Marine Science, Personal Services, and Transportation. Some of the activity ideas included do suggest the use of commercial materials.
Developed by: Harrison School District No. 2

4 **DEVELOPMENT OF LIFE PLANNING GOALS THROUGH CAREER EDUCATION - GRADE 4 T0021**

This 158 page activity oriented unit is designed to help students become aware of their unique positive potentials and to assist them in developing their life goals. This unit is an integration of "self-awareness" and "career awareness" and each student develops a strength profile which is used as a power base by which he/she can alter the present and direct the future. The following occupational clusters are studied: Communications and Media, Fine Arts and Humanities, Manufacturing, Marketing and Distribution, Business and Office, Consumer/Homemaking Education, Construction, and Agri-Business and Natural Resources. Some of the activity ideas included do suggest the use of commercial materials.
Developed by: Harrison School District No. 2

6 **DEVELOPMENT OF LIFE PLANNING GOALS THROUGH CAREER EDUCATION - GRADE 6 T0023**

This 164 page activity oriented unit is designed to help students become aware of their unique positive potentials and to assist them in developing their life goals. This unit is an integration of "self awareness" and "career awareness" and each student develops a strength profile which is used as a power base by which he/she can alter the present and direct the future. The following occupational clusters are studied: Communications and Media, Fine Arts and Humanities, Manufacturing, Marketing and Distribution, Business and Office, Consumer/Homemaking Education, Construction, and Agri-Business and Natural Resources. Some of the activity ideas included do suggest the use of commercial materials.
Developed by: Harrison School District No.2

5 **DEVELOPMENT OF LIFE PLANNING GOALS THROUGH CAREER EDUCATION - GRADE 5 T0022**

This 172 page activity oriented unit is designed to help students become aware of their unique positive potentials and to assist them in developing their life goals. This unit is an integration of "self awareness" and "career awareness" and each student develops a strength profile which is used as a power base by which he/she can alter the present and direct the future. The following occupational clusters are included: Environmental Control, Health, Hospitality and Recreation, Marine Science, Personal Services, and Transportation. Some of the activity ideas included do suggest the use of commercial materials.
Developed by: Harrison School District No.2

9–A **PERSONAL DEVELOPMENT X0006**

This 88 page curriculum guide provides information to help disadvantaged and handicapped students learn skills and habits, understand society's values, and attain healthy self-concepts. Lesson plans provide both disadvantaged and handicapped teaching-learning-evaluation strategies for achieving a good personal appearance, developing appropriate behavior and satisfactory job relationships, and using leisure time. Supplementary instructional materials and resource lists are included.
Developed by: Curriculum Development Center, Univ. of Kentucky, 1973

9–A **THE ROLE OF WORK IN OUR SOCIETY X0007**

This 69 page curriculum guide provides information to help disadvantaged and handicapped students learn about work opportunities, make wise consumer choices, develop respect for all work, and keep trying. Lesson plans provide both disadvantaged and handicapped teaching-learning-evaluation strategies for learning about the interdependence of enterprises and workers, money handling, and unemployment. Supplementary instructional materials and resource lists are included.
Developed by: Curriculum Development Center, Univ. of Kentucky, 1974

9–10 **INTRODUCTION – ORIENTATION TO THE WORLD OF WORK X0008**

This 46 page curriculum guide helps teachers deal with disadvantaged and handicapped students who are entering high school. Lesson plans include both disadvantaged and handicapped teaching-learning-evaluation strategies for students' orientation, success, and awareness of the vocational opportunities in high school. Supplementary instructional materials are included in the guide.
Developed by: Curriculum Development Center, Univ. of Kentucky, 1974

GUIDANCE

GRADE

8–12 **FAMILY LIVING, UNIT 1: THE INDIVIDUAL** **C0720**

This unit contains 3 filmstrips, 3 cassettes, 9 ditto master student worksheets, and 1 teaching guide/filmstrip scripts. This comprehensive study stresses the need for self-realization and is designed to help students build self-awareness through understanding identity, acceptance, frustrations, personality and character development, decision making, and goal orientation. *Who Am I?* explores personal identity; *Going Through Changes* examines personal change and its relationship to self-discovery, self-actualization, and maturity; and *Your Choice* deals with the process of individual decision making. The worksheet materials help students explore their feelings and their values. Teaching aids are included.
Publisher: Scholastic Book Services, 1975

8–12 **FAMILY LIVING, UNIT 2: PARTNERS** **C0721**

This unit contains 3 filmstrips, 3 cassettes, 9 ditto master student worksheets, and 1 teaching guide/filmstrip scripts. In the second step in personal development, students see themselves in relation to others – their need to make friends, making friends, and their thoughts about marriage. *Love, All You Need Is . . .* and *A Friend Is . . .* examines teenagers' reactions, views, priorities, and expectations of situations involving love and friendship. *Marriage? . . . Five Views* examines the lives of 8 persons who have experienced or are experiencing a "married life." The worksheets help students explore their own feelings in these relationships. Teaching aids are included.
Publisher: Scholastic Book Services, 1975

8–12 **FAMILY LIVING, UNIT 3: FAMILY** **C0722**

This unit contains 3 filmstrips, 3 cassettes, 9 ditto master student worksheets, and 1 teaching guide/filmstrip scripts. This program is designed to help adolescents gain perspective in viewing the roles of parents during the important growth years and to prepare them for their own time as parents. In *Parenthood: Why and When?* parents discuss their experiences and views of parenthood; *Family Dynamics* presents families who discuss everyday problems and differences; and *A Family Album* focuses on the Koplinkas – their values and the meaning of family life. The worksheets help students explore family relationships. Teaching aids are included.
Publisher: Scholastic Book Services, 1975

K–4 **MAKING THE MOST OF YOUR FIELD TRIP** **C0072**

This unit of 1 filmstrip, 1 cassette, and 1 teacher's guide/filmstrip script is designed to serve as a guide for class field trips and as an introduction to the programs in the CAREER AWARENESS FIELD TRIPS SERIES. Key points are presented by a puppet who visits an elementary classroom, helps the teacher prepare the children for a field trip, and accompanies them on their tour of a wholesale fish market. Teaching and learning the skills of listening, observing, and interviewing require practice before the trip, reinforcement on the trip, and follow-up activities after the trip. These 3 elements are integrated in the teacher's guide and sound filmstrip program.
Guidance Associates, 1975

5–12 **EXPLORING CAREERS** **C0596**

This unit contains 1 student textbook-workbook (51 spirit masters) and 1 teacher's manual. Sixteen values-oriented research and analysis activities enable students to work with the basic concepts they will use when they make their career choices. Students learn the effect of a given career on an individual's lifestyle, a specific career's earnings, career opportunities for women, careers in the various occupational clusters, and the importance of self-assessment in career choice. The teacher's manual lists the subject relations, relevant occupations, student materials, teaching objectives, and the method for each activity.
Publisher: Educational Design, Inc., 1974

8–A **EARNING A LIVING** **C0603**

See complete entry under *Employability Skills*.

SEX FAIRNESS IN CAREER GUIDANCE **C0375**

This unit contains 1 cassette, 6 spirit masters, 8 role-playing cards, and 1 text manual. Self-administered materials aid in the elimination of sex-role stereotyping and sex bias in the process of career choice. Recommendations for a comprehensive sex-fair career guidance program are described, and supplementary materials assist in the application of the recommendations. Designed primarily for professionals in secondary and post-secondary settings, the materials are appropriate for a variety of uses. Resource materials lists are included.
Publisher: Abt Publications, 1975

HELP WANTED: SEXISM IN CAREER EDUCATION MATERIALS **C0376**

This 51 page report documents the extent of sex-role stereotyping in randomly selected, commercially-marketed K-12 and post-secondary career education materials. Advice for detecting and counteracting sexism in materials currently in classroom use, a teacher/counselor activity checklist for enriching career opportunity awareness, and lists of organizations and products which are considered nonsexist sources and resources are included.
Publisher: EPIE Institute, 1975
Distributor: Women on Words and Images

DICTIONARY OF OCCUPATIONAL TITLES (DOT) **C0377**

This fourth edition contains 1371 pages, focuses on occupational classifications and definitions, and includes standardized and comprehensive descriptions of job duties and related information for 20,000 occupations. Designed as a job placement tool to facilitate matching job requirements and worker skills, the DOT groups occupations into a systematic occupational classification structure based on the interrelationships of job tasks and requirements. An alphabetical index of all of the occupations listed and special industry groupings are included.
Publisher: U.S. Government Printing Office, 1978

OCCUPATIONAL OUTLOOK HANDBOOK, 1978-79 EDITION **C0378**

This 823 page handbook provides information to assist individuals with their educational and vocational choices. The nature of work; places of employment; training, other qualifications, and advancement; earnings; working conditions; employment outlook; and sources of additional information are included for 300 occupations grouped into 13 clusters of related jobs. Thirty-five industry briefs, predictions of tomorrow's jobs, and an index of job titles by the *Dictionary of Occupational Titles'* code are included.
Publisher: U.S. Government Printing Office, 1978

U.S. INDUSTRIAL OUTLOOK 1978 **C0379**

This 479 page book contains an overview of the nation's industries and includes the basic current data on most manufacturing and service industries. Each chapter summarizes the industry's or industries' key elements, describes the industry and the preceding year's activities, discusses the current year's trends and projections, and contains sources for further research. The manufacturing sector's chapters offer 1982 performance forecasts. Cross-industry comparisons can be made throughout, and the appendices for the manufacturing and the selected services industries facilitate interindustry comparisons.
Publisher: U.S. Government Printing Office, 1977

CAREER EXPLORATION AND PREPARATION FOR THE SPECIAL NEEDS LEARNER **C0580**

This 359 page book facilitates the expansion and improvement of junior high career exploration and senior high preparation programming serving handicapped and disadvantaged learners. Concepts and perspectives critical to interdisciplinary instructional planning are clarified, and a series of specific processes to develop and manage individualized instructional programs are presented. Learner identification and assessment, career exploration and programming, resource and job analysis, cooperative teaching and cooperating strategies, instructional module planning and implementation, and evaluation of learner progress are described.
Publisher: Allyn and Bacon, Inc., 1977

PLANNING, IMPLEMENTING, AND EVALUATING CAREER PREPARATION PROGRAMS **C0581**

This 472 page unit contains a systems package that enables local leaders to identify vocational programs to meet the needs of their specific school service areas, develop appropriate courses and program content, implement programs by securing resources and recruiting students, and evaluate the performances of new or existing programs. Guidelines, activities with step-by-step procedures, sample letters, forms, and survey instruments are included. The management package includes management strategies and guidelines for program planning and evaluation and activities for program identification, development, implementation, and evaluation.
Publisher: McKnight, 1974

REFERENCE

BIBLIOGRAPHY OF CAREER EDUCATION RESOURCES X0078

This 204 page bibliography should prove useful to school systems and other agencies developing inexpensive resources of career education materials. Sources in this book represent nearly every occupational area as well as nearly every geographical area in the United States. Names and addresses for commercial materials catalogs are included.
Developed by: Sheridan Public Schools, 1975

CAREER EDUCATION – HOW TO DO IT X0075

This 196 page handbook provides a collection of "how to do it" statements to improve career education practices at the local level. Implementation strategies include locating and utilizing methods and materials; helping students acquire employability and occupational skills and family support; enlisting business, industry, and community participation; gaining counselors' involvement in the total career development process; and gaining direction and financial support from administrators and the school board.
Compiled by: Office of Career Education, U.S. Office of Education, 1974

A CONCEPTUAL FRAMEWORK FOR A CAREER DEVELOPMENT CONTINUUM K–14 FOR HAWAII'S SCHOOLS X0098

This 28 page booklet contains the conceptual framework components for the development of the *Hawaii Career Development Continuum Curriculum Guides*. The assumptions and principles; the conceptualization of the continuum; and the goals, subgoals, and objectives of career development are described. These K–12 implementing guides are X0099, X0100, X0101, and X0102 under *Interdisciplinary* in this catalog.
Publisher: Hawaii Department of Education, 1973

ADVISORY COMMITTEES IN CAREER EDUCATION X0093

This 56 page manual provides guidelines for establishing and operating advisory committees in career education from the elementary through the community college level. These materials are valuable not only for the initial planning but also for continued usage as a means of evaluation and improvement. Units include discussions of the organization, functions, maintenance, and meetings of the advisory committees. Each unit contains key concepts and step-by-step checklists.
Publisher: Oregon State Department of Education, 1973

INFUSING CAREER EDUCATION THROUGH CLUSTER COUNCILS X0072

This 45 page report represents a composite of a USOE Career Education Demonstration Project focused on the development of human resources and the strengthening of linkages within the school and among schools. Career education implementation is accomplished through cluster councils whose members affect the infusion into the curriculum. The cluster council concept emerged as a strategy for in-depth school involvement using identifiable geographic areas.
Publisher: Board of Education of Baltimore County Maryland, 1976

AN EXPERIMENT IN DEVELOPING EXEMPLARY CAREER EDUCATION PROGRAMS IN KANSAS X0094

This 364 page final report on developing an exemplary program in occupational education was conducted in typical Kansas rural (small), rural-urban (medium), and urban (large) school settings. A university component provided teacher in-service training. Reports from the 4 components include the goals and objectives, project design, procedures, results, evaluations, and other related information.
Publisher: Kansas State Department of Education, 1973

TEACHING RELATIONSHIPS AND VALUES C0396

This inservice training unit for grades 7-9 contains 3 filmstrips, 3 cassettes, and 1 teacher's guide/filmstrip scripts. Part 1, *A Developmental Approach*, illustrates the reasoning involved in making moral judgments and developing interpersonal understanding. These theories provide the structure for the units in the RELATIONSHIPS AND VALUES SERIES. Part 2, *The Teacher's Role*, discusses classroom teaching techniques. Part 3, *Discussion-Group Workshop*, traces the progress of a discussion group developing the skills to conduct and participate in a group. See C0393, C0473, C0474, and C0475 under *Guidance* for the other units in this series.
Publisher: Guidance Associates, 1976

THE COMMUNITY AND SCHOOL-BASED CAREER EDUCATION **C0255**

This program is made up of 6 units and presents materials (references, planning models, and suggestions for developing programs and practices) for securing community support and participation in career education. Through business, industry, social agencies, and community agencies, students can obtain information and experiences for all stages of career development – early career awareness, exploration, preparation, initial placement and trial and recycling or mid-career change. This program suggests that these community resources participate directly in delivering education. Titles Are: *Community Involvement and the Schools, Organizing for Community Involvement, Parents and School-Based Career Education, Career Education: Its Implications for American Minorities, American Business and School-Based Career Education,* and *The Student and the Involved Community: A Scenario.*
Developed by: Ohio State University, Center for Vocational Education, 1974

AN INTRODUCTION TO CAREER EDUCATION **C0122**

This 341 page book has been designed to give educators a basic understanding of career education by describing the history of career education movements and by defining career education. Other information given includes: elements of career education, objectives and goals, concepts included in career education, weaknesses and/or voids in emerging programs, and representative models of career education. Suggestions are also given for implementation and for coordinating guidance and counseling activities.
Publisher: Charles A. Jones Publ. Co., 1973 (John B. Stevenson, author)

STAFF DEVELOPMENT PROGRAM FOR IMPLEMENTATION OF CAREER EDUCATION TEACHER'S GUIDES **C0253**

This program consists of two manuals – an individualized instructional approach and a group approach to be used in an in-service workshop. The program is designed for teachers and other instructional staff who will be using the teacher's guides for any of the materials developed by The Center For Vocational Education, The Ohio State University. In order to use this program, it is necessary to have a specific teacher's guide from one of the other units available because this program looks at the guide's format, concept, purpose, profile and the kinds of resources necessary for implementation.
Developed by: Ohio State University, Center for Vocational Education, 1974

STAFF DEVELOPMENT PROGRAM FOR PROMOTING MORE EFFECTIVE USE OF COMMUNITY RESOURCES IN CAREER EDUCATION **C0254**

This program consists of 9 manuals in two sections. The first section is an overview of the program; the second section covers the in-service program in 8 modules. The program has been developed for educators who will need to utilize community resources. Titles are:
Section I: *Overview and Management Plan*
Section II: *In-Service Program*
- Module A: *Community Resources & Career Education*
- Module B: *Use of Local Community Resources*
- Module C: *Use of Local Community Resources*
- Module D: *Using Field Trips*
- Module E: *Experiencing the Work Setting*
- Module F: *Using Community-School Advisory Committees*
- Module G: *Involving Community Organizations*
- Module H: *Application Activity*

Developed by: Ohio State University, Center for Vocational Education, 1974

TEACHER AIDES IN COMPREHENSIVE CAREER EDUCATION **C0251**

This program consists of four manuals, 8 filmstrips, and 8 cassettes. It is designed to assist school personnel and others to recognize the potential that community adults can make to career education as instructional aides. The program may be used as an individualized instruction plan as well as a group process program. The 4 modules cover: 1) the role of teacher aides in comprehensive career education, 2) role identification and team building skills, 3) communication skills, and 4) instructional activities relevant to comprehensive career education. Teachers, teacher aides, and administrators have separate manuals. The administrator's manual covers the first module, the teacher's manual covers the first two modules, and the teacher aide's manual covers all four modules.
Developed by: Ohio State University, Center for Vocational Education, 1974

REFERENCE

CAREER EDUCATION: A PROPOSAL FOR REFORM **C0381**

This 334 page book is for parents, teachers, administrators, and all those concerned with the quality of learning and the crises in the classrooms. It discusses the ways in which career education seeks to make schooling more relevant for children, young people, and adults. It describes the current impact on schools, colleges, vocational institutions, and businesses. The book examines the pros and cons of career education and responds to its critics and detractors.
Publisher: McGraw-Hill Book Company, 1974, (author, Sidney P. Marland, Jr.)

CAREER EDUCATION SURVIVAL MANUAL **C0384**

This 131 page book is designed for anyone who wants a fast general overview of "what" people say career education is and "how" they are going about doing it. The content is based on firsthand impressions of programs around the country, interviews with a number of people, and reviews of written programs and their evaluations. The purpose of this book is to underline some significant career education concepts and issues that are being addressed by practitioners, planners, and researchers alike.
Publisher: Olympus Publishing Company, 1975 (author, Larry McClure)

THE BOUNDLESS RESOURCE **C0382**

This 205 page book is the result of a two year study into the connections between the world of education and world of work. Willard Wirtz (author) and a 24 member committee of business and education leaders discuss the existence of a widening gap between the expectations and the realities of education and work in modern America. Spotlighted in their thoroughgoing analysis are the millions of Americans who would profit from a better integration of the traditionally separate worlds of work and education: 16 to 19 year olds stranded somewhere between school and work; women in growing numbers who include motherhood and job in needed and wanted careers but find their paths blocked by the bureaucracies of work and education; workers automated out of a job, or ambitious for a better job, who cannot get the training or retraining they need; members of minority groups who cannot take advantage of educational or work opportunities designed primarily for others; and people over sixty, etc.
Publisher: The New Republic Book Company, 1975, (author, Willard Wirtz and the National Manpower Institute)

CAREER EDUCATION: CONTRIBUTIONS TO AN EVOLVING CONCEPT **C0380**

This 438 page book is a collection of papers by Dr. Kenneth B. Hoyt. From the beginning he has had much to do with the genesis of the career education movement. Dr. Hoyt has pulled together speeches, articles, and papers, which in his opinion provide the best overview of his approaches to the concepts, institutions, and practices of career education. These papers illustrate the stages in the development of career education concepts and thoughts on the future of the career education movement.
Publisher: Olympus, 1975

PLANNING AND IMPLEMENTING CAREER EDUCATION PROGRAMS: PERSPECTIVES **X0095**

This 54 page report offers different perspectives of the implementation process. Discussions include the role of research and development, the role of state leadership and the use of state funds, the Atlanta school system's minimum career education requirement for graduation, and the pitfalls in the attempts to build working relationships between educators, businessmen, labor unions, and politicians.
Publisher: The Center For Vocational Education, The Ohio State University, 1975

AN INTRODUCTION TO CAREER EDUCATION **X0080**

This 40 page booklet represents the USOE's first comprehensive statement on career education and describes the USOE interpretation of the HEW policy on career education. Topics include the rationale, basic concept and programmatic assumptions, initial implementation, learner outcomes, and the basic educational changes championed by career education.
Publisher: U.S. Government Printing Office, 1975

CAREER EDUCATION: THE STATE OF THE SCENE **X0079**

Useful for a variety of audiences and purposes, this 272 page resource guide provides answers to those seeking understanding and assistance in beginning their own career education efforts. This guide presents a representative display of the meaning and creativity of career education and includes a career education policy paper. Profiles of state activities; nationwide efforts in grades K–12, postsecondary, and adult levels; business-labor-industry-professional-government community contributions; and an overview of existing career education materials are also included.
Prepared by: Office of Career Education, U.S. Office of Education, 1974

REFERENCE

ATTITUDE CHANGE IN-SERVICE PROGRAM **C0252**

This program consists of 5 manuals and is designed to develop more favorable participant attitudes toward career education. Specifically, it addresses: (1) involving the participants in learning activities that will increase the likelihood of their continued participation in the in-service program, (2) inducing the participants to critically assess career education materials in order to integrate this information with their own areas of expertise, and (3) engaging the participants in role-playing behavior that is inconsistant with their private feelings in order to optimize an attitude change favoring career education.
Developed by: Ohio State University, Center for Vocational Education, 1974

STAFF DEVELOPMENT IN CAREER EDUCATION FOR THE ELEMENTARY SCHOOL **C0250**

This program consists of 7 modules which may be used separately or in sequence and can be used individually or in groups under the direction of a local staff development coordinator. The use of these modules depends on several factors – local needs, curriculum materials available, previous in-service programs, etc. Titles are:
Module I – *Career Education: An Integrating Process*
Module II – *Essentials of Career Development Theory*
Module III – *Self Concept Development*
Module IV – *Child Study*
Module V – *Curriculum*
Module VI – *Community Involvement in a Career Education Program*
Module VII – *Career Education and Minorities*
Developed by: Ohio State University, Center for Vocational Education, 1974

IN-SERVICE COORDINATION OF CAREER EDUCATION **C0247**

This program of a 170 page manual, 3 filmstrips and 3 cassettes is designed to familiarize school personnel with the functions and responsibilities that could and/or should be assigned to the in-service coordinator within career education programs. These are: (1) instructional design and implementation, (2) evaluation, (3) instructional materials development and use, (4) administration, and (5) public relations within both the school and community. The intended audience includes local district personnel as well as teacher educators who are interested in or are responsible for the selection and training of personnel.
Developed by: Ohio State University, Center for Vocational Education, 1974

ORIENTATION TO CAREER EDUCATION – A GROUP APPROACH **C0248**

This program is made up of 6 modules plus a facilitator's guide. It is designed for several audiences, state department consultants, school districts' in-service coordinators, and college and university instructors. The program provides a general orientation in four different areas: (1) historical content and factors that have stimulated the need for career education, (2) foundations of career education and means for its operationalization, (3) cooperative efforts necessary between educational staff and community personnel, and (4) implementation strategies. The six modules can be used separately or in a variety of sequences to meet specific needs. Titles of each module are: *I. Why Career Education? II. Focusing on Supportive Interests and Local Needs. III. Career Education Theory, Goals, and Planning Considerations. IV. Career Education Models and Implementation Strategies. V. Role Identification in Career Education. VI. Resources in Career Education.*
Developed by: Ohio State University, Center for Vocational Education, 1974

CAREER EDUCATION AND THE COUNSELOR **X0232**

The two page list contains twenty competencies suggested by Dr. Hoyt, Assistant U.S. Commissioner of Education and Head of Career Education, is needed by counselors if they are to effectively help implement career education.
Developed by: Dr. Hoyt

GUIDE FOR IMPLEMENTING CAREER EDUCATION **X0109**

This 32 page guide may be used as a tool in planning, developing, and implementing a K–12 developmental career educational program. Strategies facilitate the integration of career education activities into the local ongoing curriculum. Suggested concepts and goals, career development, responsibility for implementation, and methods for helping students progress through the phases of career education are discussed.
Developed by: Bingham County Developmental Career Education

HOW TO BE A SUCCESSFUL COMMUNITY RESOURCE **C0017**

This unit includes 1 cassette and 1 notebook/script. Techniques for becoming a successful community resource are presented. Side 1, *When You Visit the Schools*, includes tips on preparation, presentation, evaluation, and teacher assistance. Side 2, *When Students Visit You*, focuses on the field trip, shadow program, career interview, and information seminar. Supplementary materials include sample questions and forms.
Publisher: Professional Resource Group, 1977

REFERENCE

THAT'S CAREER EDUCATION **X0296**

Based on the definition of career education, this 10 minute slide-tape show contains 140 slides in a carousel cartridge, 1 cassette tape, and 1 reading script. Career education is a lifelong process of learning to make effective decisions about occupational choice, leisure, citizenship, and family living activities. These decisions are implemented through awareness, exploration, and preparation experiences infused into existing curricula. Through integration of school and community, this process provides each individual with opportunities to find relevance and purpose in education. This slide-tape show was prepared by parents, teachers, students, and community resource persons working under the direction of the Adams County School District 12 Career Education Steering Committee.
Developed by: Adams County School District 12 Career Education Steering Committee

SOME HELPFUL IDEAS K - 6 **T0105**

This 16 page guide was designed to point out the need for career education, to explain the goals and objectives of the N.E. Colo. BOCES Career Project, to list some career education concepts, and to provide guidelines and a sample lesson plan implementing these concepts. Over one hundred ten concepts are listed, such as the importance of all individuals; basic skill development is related to the kinds of jobs that we will be performing later in life; and that creativity can be expressed in an occupation, etc. These concepts are also listed under the grade level appropriate for that concept. A sample lesson plan is given for a mathematics class to illustrate the guidelines for developing lesson plans.
Developed by: N.E. Colorado BOCES, Al Renzelman, coordinator

STAFF DEVELOPMENT GUIDELINES & PROCEDURES FOR COMPREHENSIVE CAREER EDUCATION **C0243**

This 216 page manual focuses on suggested goals, strategies, and resources for planning and conducting a comprehensive local staff development program in career education. The guidelines should be especially helpful to local education agencies, state education agencies, and university/college personnel who are responsible for planning an in-service education program for all staff. Major topics are: the need for staff development in career education; the role and function of the in-service coordinator; planning, organizing and conducting training programs; suggested in-service programs for specific groups; evaluating the staff development effort; and sources of in-service education assistance.
Developed by: Ohio State University, Center for Vocational Education, 1974

CEPAC – PROJECT SUMMARY **T0014**

This is a 14 page administrative materials summary of the Project – *Career Education – A Process of Attitude Change (CEPAC).* The summary explains the philosophy of the project, who is involved in the project and also lists some of the units completed.
Developed by: Dr. William J. Nelson

CLUSTERS WITH OCCUPATIONAL JOB CATEGORIES **T0016**

This 36 page guide gives a detailed breakdown on all of the 15 USOE Career Clusters in diagram form. The diagram presents career categories under each of the clusters and specific job careers available under each of the categories. The entire taxomony is also grouped by suggested grade level which provides the curriculum planner a suggested scope and sequence to the presentation of career to grades 1 through 6.
Developed by: Harrison School District #2.

GUIDE FOR WRITING CURRICULUM UNITS **T0044**

This 46 page pamphlet provides teachers with a guide to aid in preparing instructional units. A sample unit for grade 7 is included.
Developed by: Jannice J. Rippetoe Cromwell

REVIEW AND SYNTHESIS OF FOUNDATIONS FOR CAREER EDUCATION **X0128**

This 82 page document provides a review and synthesis of the historical, philosophical, and theoretical bases for career education. The intent is to clarify career education assumptions for potential program developers and decision makers. The theoretical bases are discussed in terms of career, developmental, personality, and decision perspectives. Objectives and assumptions for specific curriculum projects are cited. Studies include elementary, junior and senior high programs.
Publisher: U.S. Government Printing Office, 1972

MEDIA CENTER T0155

This 7 page unit describes the Media Center at Corwin Middle School in Pueblo, Colorado. It describes the functions of the center as a service and teaching agency, a material, reading, and equipment center, and a work area. The goal of the center is to help students become familiar with the world of work. The center houses books, audio-visual units, display materials, periodicals, bibliographies and a human resource list.
Developed by: Josephine Lipich

SPECIFIC PERFORMANCE OBJECTIVES T0114

This is a one page statement of the goals and objectives of the Northeast Colorado BOCES Career Education Project. Their goal is to have this comprehensive system implemented by 1979 in all the Northeast Colorado BOCES Districts.
Developed by: Northeast Colorado BOCES Career Education Project.

HOLYOKE COLORADO CAREER EDUCATION RESOURCES T0109

This 6 page reference document provides a list of over 150 community resources available to the Holyoke Schools. Using this list as a guide, similar resource contacts could be defined in your area.
Developed by: Holyoke Schools K–12 Instructors and Students

CAREER DEVELOPMENT RESOURCES C0120

This bibliography lists over 2,000 films, filmstrips, records, tapes, kits, games, books and other printed materials that were selected by counselors and teachers to meet learning objectives in three areas of career education: self-understanding, the world of work, and career planning and preparation. Items are listed according to grade level; type of material (i.e., film); and one of the three learning objectives listed above. The book also contains a list of publishers and their addresses.
Publisher: Charles A. Jones Publ. Co. (Harry N. Drier, Jr., ed.)

OCCUPATION AND CAREER EDUCATION LEGISLATION C0105

This 64 page book provides for the study of legislation and analyzes the factors leading to the passage and administration of the various acts that affect all of industrial, technical/vocational, occupational and career education. The text covers legislation from the Morrill Acts of 1862 & 1890 to the Education Amendments Act of 1972.
Publisher: Howard W. Sams, 1973 (Dennis C. Nystrom, author)

CAREER EDUCATION: THE NEW FRONTIER C0121

This 149 page book discusses the effects of career education on both teaching and learning in the average classroom. Information, suggestions for activities, and possible resources are listed. The implementation of career education concepts without disrupting or destroying the present curriculum is the goal of the book. The principles and guidelines that are given will aid in the development of a quality career education program. Stress is placed on the initiation of career education in the schools, with special emphasis given to the elementary program.
Publisher: Charles A. Jones Publ. Co., 1973 (Ralph Ressler, author)

TEACHING FOR CAREER DEVELOPMENT IN THE ELEMENTARY SCHOOL: A LIFE CENTERED APPROACH C0119

This 230 page book explains what career development entails, why career education activities are important in elementary education, and how plans can be developed within a variety of educational settings. It demonstrates how credible resources can be utilized and suggests how students and community members can exchange ideas. The book's fundamental principle is that career education must be a refocusing of the work of schools on people. Using the examples of social studies, mathematics, science, and language arts areas, teachers are shown ways to meet career development goals without drastic changes in the curriculum.
Publisher: Charles A. Jones Publishing Co., 1973 (Walter Wernick, author)

A GUIDE TO SEEKING FUNDS FROM CETA C0576

This 24 page booklet describes the local level CETA funding process and the steps to take when applying for CETA monies. The methods to find the identity and location of the CETA prime sponsor, the staff person to contact, and the steps for submitting a proposal to the prime sponsor are discussed. Addresses of CETA State Manpower Services Councils, commonly used CETA terms, and sources of statistical and demographic data vital to any proposal are included.
Publisher: U.S. Government Printing Office, 1977

REFERENCE

GUIDE TO FEDERAL CAREER LITERATURE **C0578**

This 35 page reference guide to federal recruiting literature lists the publications used in nationwide recruiting for college entry-level positions. Most descriptions contain the geographic locations of the positions, college major, summary of contents, source for obtaining copies, and other related information. A list of federal job information centers' addresses and phone numbers is included.
Publisher: U.S. Government Printing Office, 1976

CAREER INFORMATION HANDBOOK **X0076**

This 291 page handbook is divided into sections corresponding to the 15 U.S. Office of Education occupational clusters. Each division contains a general statement concerning the cluster of careers; comprehensive, briefly-summarized descriptions of several career fields within the cluster; and a dictionary of numerous other careers within the cluster. Corresponding bibliographies of information sources are included.
Developed by: Texas State Technical Institute, 1973

FEDERAL CAREER DIRECTORY 1976-1977 **C0586**

This 154 page directory presents specific information about federal careers and the federal agencies that employ college graduates. Part I looks at all of the major federal career occupations and lists a brief job description, the required qualifications for the applicants, and the career possibilities for each job. Part II surveys the federal agencies, the nature of their work, and the career opportunities available to qualified applicants. Part III contains an index of job briefs listed in relation to college majors.
Publisher: U.S. Government Printing Office, 1977

HANDBOOK FOR ANALYZING JOBS **C0587**

This 345 page book offers a structured procedure for obtaining and recording job analysis data. Through these concepts and techniques, current and comprehensive information about job and worker requirements can be acquired for present and future programs concerned with the development and utilization of manpower potential. These basic techniques are flexible and adaptable to meet such objectives as job restructuring and job development.
Publisher: U.S. Government Printing Office, 1972

EPIE CAREER EDUCATION S*E*T **C0418**

Volume 1 provides guidelines for selecting and evaluating career education instructional materials. Assessing the usefulness and internal consistency of materials, detecting and counteracting the effects of racism and sexism, and methods of interpreting publishers' evaluation data and activities are discussed. Volume 2 presents abstracts of 700 commercial and noncommercial career education materials at all age levels. Addresses for commercial publishers and noncommercial producers are included.
Publisher: EPIE Institute, 1975

DEVELOPING LOCAL CAREER INFORMATION SYSTEMS FOR MIDDLE AND SECONDARY SCHOOLS **C0246**

This 48 page handbook supplies local, regional, and state developers with the rationale, framework, and guidelines for developing a career information system or for developing career information materials to supplement an existing career information system. The conceptualization, implementation for grades 7-9 and 10-12, and suggestions for the uses of the career information system in career education are discussed. Graphic illustrations, sample materials, and bibliographic information are included.
Developed by: The Center For Vocational Education, The Ohio State Univ., 1975

ABOUT BREAD & BUTTERFLIES **C0638**

This 15 minute, 16mm color informational film is designed to acquaint parents, educators, and general audiences with the Bread & Butterflies Career Development Project for 9-to-12-year-olds. Excerpts from the students films, examples of children and teachers using the project, and comments from educational specialists are included. In addition to this film, the project materials include a curriculum guide for teachers and a teacher's inservice film under *Reference* and 15 student films and a career book under *Guidance*.
Publisher: Agency for Instructional Television, 1974

BREAD & BUTTERFLIES CURRICULUM GUIDE FOR TEACHERS **C0582**

This 136 page curriculum guide describes the Bread & Butterflies Career Development Project, discusses teaching strategies, describes the 15 student films, and includes their accompanying lessons. The student films and curriculum materials are designed to help 9-to-12-year-olds explore the relationship between their lives and the world of work. Each lesson contains the following information: theme; goal; introductory activities; program description; and 2 levels of purposes; key questions; things to consider; and short-term, long-term, and subject activities. In addition to this guide, the project materials include an informational film and a teacher's inservice film under *Reference* and 15 student films and a career book under *Guidance*.
Publisher: Agency for Instructional Television, 1974

USING BREAD & BUTTERFLIES **C0643**

This 20 minute, 16mm color teacher's inservice film demonstrates how some teachers have used this Bread & Butterflies Career Development Project for 9-to-12-year olds successfully in their classrooms. The film emphasizes children's feelings and attitudes about career development and shows teachers and students using *Bread & Butterflies* in a variety of ways as a part of the total curriculum. In addition to this film, the project materials include a curriculum guide for teachers and an informational film under *Reference* and 15 student films and a career book under *Guidance*.
Publisher: Agency for Instructional Television, 1974

AGRI-BUSINESS AND NATURAL RESOURCES

GRADE

7–9 **THE BEAR WENT OVER THE MOUNTAIN** T0142

An eight page unit providing a pre-test and a post test. Emphasis is placed on the importance of wildlife conservation in five major ways: to become familiar with life patterns of ten species of Colorado wildlife; to recognize, by name, Colorado game animals; to demonstrate that licensed hunting is beneficial for the control of the animal population and provides food and recreation for man; to predict the consequences of an unbalanced ecosystem; and to recognize predator-prey relationships. Suggested materials are listed.
Developed by: D. Meier

K–1 **HOW BUTTER IS MADE** T0215

This eight page unit contains six suggested student activities including shapes for flannel board figures and a butter book. Through this careerpac, students gain a basic knowledge of the people and work involved in processing butter as well as the general concept of the work of a dairy. Students will also develop the skill of sequencing. Many specific resources and materials are listed.
Developed by: Colleen Sawyer

1–5 **WORKING WITH TREES** C0235

This 134 page notebook includes text, teacher's guide, duplicable student materials, and evaluation guides. This unit demonstrates the relationship between trees and the people who work with them; the role of trees in the environment, such as soil conservation; the wealth of resources they provide, from chewing gum to maple syrup, medicines to tires; and ways to conserve trees. In the United States alone, more than 5,000 products are made from trees. Some occupations listed are woodcutter, fruit farmers, carpenters, furniture makers, perfume factory chemists, paper mill workers, stationery store workers, lumber salespersons, forest ranger, tree surgeons, nursery worker, etc.
Developed by: Ohio State University, Center for Vocational Education, 1974

8–12 **AGRIBUSINESS** C0300

This unit includes 4 filmstrips, 4 cassettes and 1 teacher's guide. The viewer visits a traditional self-sufficient farm, a dairy farm, a livestock ranch and a field crop farm. It points out that although the technology of modern agriculture is impressive, it is the man behind the hardware that makes it work. By traveling to many of the top farms in the country through the eyes of the camera, the viewer will learn firsthand what it means to be an American farmer.
Publisher: Educational Dimensions Group, 1976

K–4 **THE FOODS WE EAT** C0032

This kit of two filmstrips, corresponding cassette narration, and two teacher's guides/reading scripts is part of a series that explains where different foods come from and the different tasks necessary before the food is delivered to the people. The series helps students understand the basic economics of production, distribution, and consumption of food, and the importance of people who bring us our food. Titles are: *How We Get Bread* and *How We Get Milk*.
Publisher: SVE/Burt-Munk & Co., 1971

K–4 **THE STORY OF MILK** C0045

These two captioned super 8mm film loops are part of a 4 cartridge-set that describes how we get milk and the many workers involved in getting the milk to the consumer. Selected frames are captioned to identify significant objects and activities. Their titles are: *How Milk is Processed* and *How Milk Comes to You*. Each film loop is approximately 4 minutes long.
Publisher: SVE-Burt Munk & Co., 1967

K–4 **OFF WE GO TO THE ORANGE GROVE** C0470

This unit contains 1 filmstrip, 1 cassette, 1 teacher's guide/filmstrip script and is a part of the CAREER AWARENESS FIELD TRIPS SERIES. This audiovisual field trip helps students gain social studies awareness of people, places, and occupations, and understand that products result from a variety of interrelated jobs. Stacey welcomes viewers to her father's citrus grove; explains the importance of soil conditions and weather; and introduces the people involved in growing, picking, processing, and marketing oranges. Related activities are included.
Publisher: Guidance Associates, 1973

AGRI-BUSINESS AND NATURAL RESOURCES

GRADE

4–7 **FOREST AND FOREST PRODUCTS** C0184

The unit includes 5 captioned filmstrips with 1 teacher's guide. Today, trees are grown on tree farms. This series examines the Pacific Coast lumber industry from the planting of the trees to the end products of finished lumber, plywood and paper. Heavy equipment is shown in operation, as are the jobs, from the "toppers" who trim the trees before they are felled to the operators of the paper-making machines and the forklift trucks. The titles are: *Redwood Lumber Industry: The Lumber Mill, Redwood Lumber Industry: The Planing Mill, Plywood Industry, Paper Industry: Trees In the Forest, Paper Industry: The Paper Mill.*
Publisher: BFA

1–2 **DAIRY INDUSTRY** T0265

This eight page unit studies the dairy and gives the children an understanding of an industry that is a vital part of their daily lives. The processing of milk and milk products is one of our largest industries. The students develop an understanding of numerous uses of milk and the many occupations connected with the handling of milk from the dairy farm, through the processing plant, to the stores, until it reaches their table. It is important that children develop an understanding of the interdependence of the people in our community. A bibliography for teachers and a bibliography for students are provided along with suggested films and filmstrips.
Developed by: Patricia Coyne

4–6 **RANCHING** T0010

This 24 page instructional unit is designed to help the students become aware of the working conditions, type of work and problems which are dealt with in the ranching area. This booklet contains: purpose, objectives, pre- and post tests and suggested activities.
Developed by: Jeannie Short

K–4 **DAIRY FARM AND THE DAIRY** C0183

The unit includes 4 filmstrips with corresponding cassette narration and 1 teacher's guide. The dairy farm owner today is a combination farmer and businessman, but every member of the farm family still helps with the work from the youngest up. The modern 214 acre dairy farm of a Wisconsin family is the setting for this introduction of how dairy products are produced. Crops are an important part of the dairy farm, but everything revolves around the herd of 40 dairy cows. The 2 final strips show how the milk is processed at cooperatives into cheese, butter, dry milk, etc., for a comprehensive look at modern dairy farming.
Publisher: BFA

7–A **EXPLORING OCCUPATIONS IN THE NATURAL RESOURCES** X0033

Designed for both individual and group use, this 91 page student resource guide provides an overview of natural resources occupational requirements and opportunities and focuses on the relationships of individuals to these careers through exploratory experiences and observations. The occupational briefs describe jobs in the 10 groups of natural resources occupations. Designed primarily for middle/junior high schools, this guide may be used in a variety of agencies and school settings. Sources for materials are included.
Publisher: U.S. Government Printing Office, 1973

K–6 **NATURAL RESOURCES AND CAREER AWARENESS** X0032

This 105 page career education curriculum guide provides information to develop student awareness of the importance of natural resources and of the occupations available in this field. Suggested topics and learning activities are divided into 3 sections based on a sequential progression from kindergarten through grade 6. Learning activities show the variety of careers, education required, and task analyses. Reference book lists are included.
Developed by: Dept. of Agricultural Ed., The Pennsylvania State Univ., 1973

13–A **NATURAL RESOURCES TECHNOLOGIES** X0036

This 57 page curriculum guide provides information on 14 natural resources technological areas. Each technology includes the definition, scope, and environmental significance of the resource; the required occupational competencies and typical duties; the suggested curricula; references; and a list of professional organizations. This guide benefits administrators of post-secondary institutions who are contemplating the establishment of technical programs.
Publisher: U.S. Government Printing Office, 1973

AGRI-BUSINESS AND NATURAL RESOURCES

GRADE

1–2 **THE MILKMAN** T0268

The major purpose of this five page unit is to introduce the milkman and the dairy farmer to primary students. Through the suggested activities, the children learn to identify dairy products. A pre-test and post test are included.
Developed by: Doris Mays

K–3 **FARMING** T0270

This six page unit acquaints students with the life of a farmer, the variety of activities, the equipment used, the results of work in crop and animal production, and helps children understand the source of the food they eat. Eight student activities are provided including lab activities such as growing plants, incubating eggs and churning butter. At the conclusion of this unit, a short test for evaluation purposes may be given (test included). Local resource contacts will need to be adapted to your local area.
Developed by: Lela Eck, Lois Hood

6–10 **VEGETABLE CROP FARMING CAREERS ACTIVITY PACKET** T0025

A 59 page activity packet was designed to create interest and provide the student with basic information about a career in vegetable crop farming. It contains directions, a programmed student workbook, D.O.T. information – job descriptions, aptitude, interest, temperament profiles, etc., and a vocabulary sheet. An instructor's guide contains rationale, objectives and suggested additional activities.
Developed by: Richard Richmond

6–10 **LOGGING** T0029

This LAP was designed to create interest and provide the student with basic information about a career in logging. It contains directions, a 34 page programmed student workbook, D.O.T. information – job descriptions, aptitude, interest, temperament profiles, etc. – and a vocabulary sheet. An instructor's guide contains rationale, objectives, and suggested additional activities.
Developed by: Richard Richmond

6–10 **POTATO WAREHOUSING** T0030

A packet designed to create interest and provide the student with basic information about a career in potato warehousing. It contains directions, a 35 page programmed student workbook, D.O.T. information – job descriptions, aptitude, interest, temperament profiles, etc., and a vocabulary sheet. An instructor's guide contains rationale, objectives and suggested additional activities.
Developed by: Richard Richmond

6–10 **LIVESTOCK PRODUCTION – RANCHING CAREERS** T0031

A packet designed to create interest and provide the student with basic information about a career in ranching. It contains directions, a 42 page programmed student workbook, D.O.T. information – job descriptions, aptitude, interest, temperament profiles, etc., and a vocabulary sheet. An instructor's guide contains rationale, objectives and suggested additional activities.
Developed by: Richard Richmond

6–10 **VETERINARY MEDICINE** T0036

A 43 page career education learning activity packet designed to create interest and provide the student with basic information about a career in veterinary medicine. It contains a 34 page programmed student workbook, student guide/manual – job descriptions, aptitude, interest, temperament profiles, etc., and a vocabulary sheet. An instructor's guide contains rationale, objectives and suggested additional activities.
Developed by: Richard Richmond

9–A **OCCUPATIONAL PREPARATION IN THE NATURAL RESOURCES** X0034

This 69 page curriculum guide provides a model plan to help high schools and area vocational-technical schools initiate, evaluate, or improve natural resources occupational preparation programs. The guide provides unit outlines with suggested behavioral objectives, learning activities, and references for the 10 areas of natural resources. Information is provided for building a comprehensive program including the needed facilities and equipment. The outlined units may be used at any grade level where students can benefit from them. Sources for materials are included.
Publisher: U.S. Government Printing Office, 1973

AGRI-BUSINESS AND NATURAL RESOURCES

GRADE

6–8 **BEEF, FROM FEEDLOT TO TABLE** **T0144**

This 13 page unit includes 4 pages of materials and resources, activities, and suggestions for speakers. By discovering what individuals in the beef industry contribute to the total community, the student through the use of research skills will be able to visualize how beef is processed from feedlot to the dining room table. Students will also gain knowledge about careers available in the beef industry. This unit suggests the use of additional material and human resources.
Developed by: D. Santry, J. Radcliff, J. Mumper, R. McDaniel, C. Lipich

7–A **EXPLORING CAREERS IN NATURAL RESOURCES AND ENVIRONMENTAL OCCUPATIONS** **X0021**

See complete entry under *Environmental Control.*

9–12 **CAREER EDUCATION IN THE ENVIRONMENT** **X0001**

See complete entry under *Environmental Control.*

7–A **CAREERS IN ENERGY** **C0502**

This unit contains 2 filmstrips, 2 cassettes, 1 teacher's manual/filmstrip scripts and is a part of the CAREERS programs. This presentation explores the energy problem and the continuing demand for trained people in this field. Job areas include exploration and development drilling, mining and processing engineering, supplying electricity, construction, maintenance, and production. Interviews focus on job duties, working conditions, and the preparation and personal qualifications needed for these careers. Teacher's aids are included.
Publisher: Pathescope Educational Media, Inc. and The Associated Press, 1977

11–12 **FOREST PRODUCTS OCCUPATIONAL CLUSTER GUIDE** **X0003**

See complete entry under *Manufacturing.*

11–12 **AGRICULTURE OCCUPATIONAL CLUSTER GUIDE** **X0288**

This 156 curriculum guide helps educators establish an agriculture cluster curriculum to prepare students for entry-level employment or for post-high school training. Information and data assist in the identification of career goals for local communities. A suggested model curriculum and program objectives are identified. Student performance objectives and instructional strategies are provided for the occupational specialty courses. Recommended facilities and equipment needs, evaluation criteria, and resource lists are included.
Publisher: Oregon Board of Education, 1970

BUSINESS AND OFFICE

GRADE

7–A **JOBS IN DATA PROCESSING** C0292

The unit includes 6 filmstrips, 3 records and 1 filmstrip guide. The unit uses a documentary approach with on-the-job interviews in the following careers: *Control Clerk, Keypunch Operator, Computer Operator, Programmer, Custom Engineer* and *Sales Representative.* Each interview shows the personality qualities desirable and the educational requirements, ranging from typing experience to a college degree. The filmstrips also show how an initial job choice in data processing can lead to a number of more skilled and better paying related careers in this field.
Publisher: Coronet Instructional Media, 1974

9–A **INTRODUCTION TO BUSINESS AND OFFICE CAREERS** C0096

This unit of textbook and teacher's guide is designed to allow students to perform some of the activities in business & office careers, and in this way, to become aware of the processes, skills, knowledge and environment common to these careers. The main purpose of business and office workers is to process information, communicating, classifying, recording, computing, sorting, summarizing, storing and retrieving information to facilitate management. The student experiences these activities as he/she establishes and runs a Youth Placement Agency in the classroom.
Publisher: McKnight, 1975

9–12 EMH **OFFICE WORKER SERIES** C0275

This set consists of 5 filmstrips, corresponding cassette narration, and teacher's guide. This series was designed to give EMH students a view of the inner workings of a business office. Also discussed are areas of behavior and getting along with others as well as dress and personal hygiene. Unit titles are: *Using the Telephone, Taking Messages, Getting Along With Fellow Workers, Business Manners* and *Filing.*
Publisher: Interpretive Education, 1973

6–9 **EXPLORING DATA PROCESSING CAREERS** C0564

This 154 page text-workbook provides information and exploratory experiences to increase students' awareness and understanding of data processing careers. Various jobs, skill and preparation requirements, job settings, future opportunities, and the ways these career factors can affect an individual's total lifestyle are discussed. Career stories and case studies describe the workers' activities, and tryout experiences enable students to perform work tasks for selected jobs in this career family.
Publisher: South-Western Publishing Co., 1975

11–12 **CLERICAL OCCUPATIONAL CLUSTER GUIDE** X0289

This 138 page curriculum guide helps educators establish a clerical cluster curriculum to prepare students for entry-level employment or for post-high school training. Information and data assist in the identification of career goals for local communities. A suggested model curriculum, program objectives, and areas of related knowledge and skills are identified and described. Student performance objectives and instructional strategies are provided for the occupational specialty courses. Allied course outlines, equipment needs, and a directory of instructional materials are included.
Publisher: Oregon Board of Education, 1971

11–12 **STENO-SECRETARIAL OCCUPATIONAL CLUSTER GUIDE** X0290

This 127 page curriculum guide helps educators establish a steno-secretarial cluster curriculum to prepare students for entry-level employment or for further formal education. Information and data assist in the identification of career goals for local communities. A model curriculum, program objectives, and areas of related skills and knowledge are identified and described. Student performance objectives and instructional strategies are provided for the occupational specialty courses. Course outlines for the supportive skills and knowledges areas, facility needs, and resource materials lists are included.
Publisher: Oregon Board of Education, 1970

11–12 **ACCOUNTING OCCUPATIONS OCCUPATIONAL CLUSTER GUIDE** X0293

This 284 page curriculum guide helps educators establish an accounting occupations cluster curriculum to prepare students for entry-level employment or for further formal education. Information and data assist in the identification of career goals for local communities. A suggested model curriculum, program objectives, learning experiences, and areas of related knowledge and skills are identified and described. Student performance objectives and instructional strategies are provided for the occupational specialty courses. Course outlines for the supportive skills and knowledges areas and resource materials lists are included.
Publisher: Oregon Board of Education, 1973

BUSINESS AND OFFICE

GRADE

8–12 **CAREERS IN THE WORLD OF COMPUTERS** C0306

This unit includes 3 filmstrips, 6 cassettes and 1 teacher's guide. Mr. Don Ridge of I.B.M. and Mr. Larry Olsen of UNIVAC, explain just what a computer is, the different kinds, how they are used in industry and the wide range of careers that are open to high school as well as college students. In taped cassette interviews, young working men and women discuss their specialty, training and how they landed their first job. The following careers are shown: tape librarian, systems analyst, key punch operator, control clerk, computer programmer, and computer operator.
Publisher: Educational Dimensions Group, 1969

7–12 **OFFICE OCCUPATIONS** C0352

This 105 page book is designed to inform the reader about offices and the many careers in offices. It describes government offices, managers, office operations, keeping records, secretaries, office machines, basic office skills, and working for an elected official. Also included is a bibliography of related office career books.
Distributor: E. M. Hale

7–A **YOUR FUTURE IN BANKING** C0342

This 160 page book is designed to inform the reader about banking and the many careers in the banking field. It describes the background of banking, personal qualities that a banker should possess, departments within a bank, banking policies, opportunities, and interviewing techniques. This book also includes a glossary of bank services and a selected reading list.
Distributor: Perma-Bound

10–A **COMMUNICATING WITH THE COMPUTER: INTRODUCTORY EXPERIENCES – BASIC** CO 110

This 410 page book teaches the fundamental vocabulary of BASIC; and because it is an introduction to computer programming, the mathematics involved has been kept simple. Since there is hardly a vocational or professional field in which computers are not used, it is important for the future career person to have a knowledge of the basics of computer programming. Besides information on the BASIC language, other sections include information on the historic development, capacities, modern uses of computers, and career opportunities in the field. Examples are taken from uses of computers in medicine, art, education, industry and sports, etc.
Publisher: Allyn and Bacon, 1975

1–3 **THE SERVICE STATION** C0242

See complete entry under *Marketing and Distribution.*

7–A **YOUR FUTURE IN YOUR OWN BUSINESS** C0343

See complete entry under *Marketing and Distribution.*

8–12 **CAREER EXPLORATION: A WORKING COUPLE** C0404

See complete entry under *Guidance.*

9–12 **OPPORTUNITIES FOR TYPISTS AND STENOGRAPHERS** T0167

The purpose of this 5 page unit is to create an awareness of the variety of businesses using a typist or a stenographer. Included in the five suggested activities are research by students into available jobs and the use of guest speakers.
Developed by: Mary Ann Glach

10–A **ELEMENTS OF COMPUTER CAREERS** C0111

This 344 page book provides awareness, exploration, and hands-on work experiences in computer careers. Access to a computer or remote terminal is desirable, but not necessary. Chapter titles are: "The Computerized Society," "The Nature of the Computer System," "Input and Output Devices," "The Computer Itself," "Computer Programming," "Techniques and Tools," "Systems Analysis and Design," and "Computer Careers in Perspective."
Publisher: Prentice-Hall, 1976

6–9 **HOSPITAL ADMINISTRATION** T0294

In this 9 page unit the objective is to teach the educational and training requirements for the career of hospital administration and to become aware of advantages, disadvantages, and responsibilities of this career. This unit contains a pre-test, a post test, activities and a bibliography. Additional careers that are introduced are business administrators, accountant, equipment specialist, personnel director, counselor and cost analyst.
Developed by: Oran F. Milner

BUSINESS AND OFFICE

GRADE

7–9 **BO-CEC BUSINESS AND OFFICE CAREERS COURSE GUIDE** **X0025**

This 345 page career education curriculum guide explores various business and office occupations and emphasizes the importance of English and math skills in everyday work life. The guide is a compilation and modification of materials from the *BO-CEC English* and *BO-CEC Math Resource Guides*. Using their knowledge of grammar, writing mechanics, oral language, and math skills, students perform job simulation activities of specific business and office occupations. Teaching aids are included.
Publisher: National Business Education Association, 1974

7–A **YOUR CAREER AS A MEDICAL SECRETARY TRANSCRIBER** **C0362**

This 194 page book acquaints readers with the working environment and the growth potential for the medical secretary transcriber.The historical development of medical records, the duties, and the strategies for job advancement are described. Other information includes training, goal setting, medical terminology, business opportunities, and training and employment for the physically handicapped. Tests, educational costs, and case history samples are included.
Publisher: John Wiley & Sons, Inc., 1975

9–A **BUSINESS ORGANIZATION** **C0286**

This unit contains 6 filmstrips, 3 records, and 1 filmstrip guide. On-the-job interviews familiarize students with the different forms of business organizations, the division of responsibility among the various departments, the workers' responsibilities, and the complex interrelationships of the different departments' functions working together to form a well-run company. Filmstrip titles are *Types of Ownership, Management, Production, Marketing*, and *Accounting and Services*.
Publisher: Coronet Instructional Media

8–A **CAREERS IN THE BUSINESS OFFICE** **C0315**

This unit contains 4 filmstrips, 4 cassettes, and 1 teacher's guide. The program introduces a variety of office jobs, identifies skill requirements, and helps students understand their personalities and abilities. Job-seeking skills, including the preparation needed for interviews and the ways attitudes and skills can earn raises and promotions, are demonstrated. Filmstrip titles are *Preparing for Work; Interview and Work Environment; The Jobs;* and *Co-workers, Raises, and Promotions.*
Publisher: Center For Learning Skills, 1977

6–9 **EXPLORING CLERICAL CAREERS** **C0561**

This 170 page text-workbook provides information and exploratory experiences to increase students' awareness and understanding of clerical careers. Various jobs, skill and preparation requirements, job settings, and future opportunities are discussed. Career stories and case studies describe the workers' activities, and tryout experiences enable students to perform work tasks for selected jobs in this career family.
Publisher: South-Western Publishing Co., 1974

6–9 **EXPLORING SECRETARIAL CAREERS** **C0563**

This 170 page text-workbook provides information and exploratory experiences to increase students' awareness and understanding of secretarial careers. Various jobs, skill and preparation requirements, job settings, and future opportunities are discussed. Career stories and case studies describe the workers' activities, and tryout experiences enable students to perform work tasks for selected jobs in this career family.
Publisher: South-Western Publishing Co., 1975

9–12 **BUSINESS AND FINANCE/EL COMERCIO Y LAS FINANZAS** **C0629**

See complete entry under *Foreign Language*.

COMMUNICATIONS AND MEDIA

GRADE

K–4 **OFF WE GO TO THE POSTER PRINTER** C0065

This set consists of 1 filmstrip, 1 cassette, and 1 teacher's guide/reading script. Along with Mark, students discover how many fascinating tasks go into commercial poster making. They meet people who select and design poster pictures, think up captions, create layouts, make color separations and plates, and run the giant presses. They also understand the importance of printing as a form of communication.
Publisher: Guidance Associates, 1974

10–12 **THE WORLD OF COMMUNICATIONS, AUDIOVISUAL MEDIA** C0092

The kit includes 1 student text, 3 activity manuals, and one teacher's guide. *Audiovisual Media* combines learning with experience for high school students so they get an overview of what audiovisual communications is all about. Students learn how to send and receive messages for successful communications on a personal level and then learn to apply these techniques and processes on a larger scale to communicate through the mass media system of radio, motion pictures, and television. They learn to use messages to inform, influence and entertain others.
Publisher: McKnight Publishing Co.

10–12 **THE WORLD OF COMMUNICATIONS, VISUAL MEDIA** C0093

The activity oriented English program includes 1 student textbook, 1 activity manual, and 1 teacher's guide. It is designed to help students understand the processes of printed communications in today's world, to aid in their development as knowledgeable citizens, and to realize the need for such communications in today's complex and ever-changing world. Students are made aware of the fact that success in almost all facets of life is largely dependent on the ability to communicate well. The unit also provides career guidance information in communications, media, and systems. The entire program is divided into three major sections – overview, analysis, and synthesis.
Publisher: McKnight Publishing Company

8–12 **WRITING CAREERS IN ADVERTISING** C0299

This unit includes 1 filmstrip with corresponding cassette and a teacher's guide. How does an advertisement start? Where does it come from? Questions like these are answered by Mr. Schoenfeld, the president of Kelly-Nason Advertising firm. The program shows how an advertisement is developed from the idea stage until it is published in newspapers and magazines or produced on television or radio. Mr. Schoenfeld stresses the importance of getting as much education as possible.
Publisher: Educational Dimensions Corporation, 1968

7–A **CAREERS IN COMMUNICATIONS MEDIA** X0002

This 144 page curriculum guide provides an in-depth exploration of the Communications and Media cluster to help today's learner make effective career decisions and occupational preparation for tomorrow's world. The guide provides a career education perspective; defines the cluster's occupations; identifies the curriculum and the materials for the orientation through the preparation levels (7-14); and reviews the elements needed in constructing a successful career education system for this cluster.
Publisher: U.S. Government Printing Office, 1975

7–A **CAREERS IN MUSIC** C0486

This unit contains 4 filmstrips, 4 cassettes, and 4 teacher's guides/filmstrip scripts. Interviews with people in music careers show the wide diversity of opportunities available. The program presents the educational prerequisites, job duties, demands on personal life, and advancement opportunities in 4 music career areas. Filmstrip titles are *Dream Careers, Music Publishing, Teaching Music,* and *Music Retailing.* The teacher's guides include related activities.
Publisher: Educational Activities, Inc., 1976

7–A **WOMEN IN COMMUNICATIONS** C0515

This 14 3/4 minute, 16mm color film presents the demands and opportunities in the fields of filmmaking, newspaper reporting, and broadcasting. Each of 3 young women, a cinematographer, a reporter, and a disc jockey, explains the way she entered her profession; the reasons she likes her job; the special problems she encounters; and the relationship of each job to the others. Students will be able to identify the necessary qualifications and experience for specific communications jobs.
Publisher: BFA Educational Media, 1975

7–12 **BASIC PHOTOGRAPHY** C0288

See complete entry under *Fine Arts and Humanities.*

COMMUNICATIONS AND MEDIA

GRADE

8–12 **CAREERS IN COMMUNICATIONS** C0309

This unit includes 2 filmstrips, 2 cassettes and 1 teacher's guide. The unit is an in-depth view of the TV and radio field as a potential career area. It explains the structure of the industry, kind of training necessary, tips on breaking in, and a look into the specialized job opportunities in communications and media. The student will see behind the scenes of a major television studio and a local radio station.
Publisher: Educational Dimensions Group, 1976

7–A **YOUR FUTURE IN BROADCASTING** C0347

This 125 page book is designed to inform the reader about the 4 major areas of broadcasting: production, engineering, sales and management. It describes how one can best prepare himself or herself for employment in the broadcasting field and what one might expect in the way of pay, working conditions, and the future. Other topics discussed are: education, job opportunities in other fields, opportunities for advancement, geographical locations, writing a resume, health, and women and the TV world.
Distributor: Perma-Bound

7–A **YOUR FUTURE IN PUBLISHING** C0346

This 140 page book is designed to present a general picture of the various kinds of publishing organizations and a survey of the job opportunities in each. It gives an overall picture of the workings of newspaper, magazine and book-publishing companies as well as descriptions of the positions available, the duties involved and the education and aptitudes required for each. Also included is data on present salaries and potential financial rewards. Also described are the mechanics of job hunting, writing resumes, interviewing, and hints on undertaking a successful job campaign.
Distributor: Perma-Bound

8–12 **CAREERS IN FILM MAKING** C0310

This program includes 2 filmstrips, 2 cassettes and 1 teacher's guide. This two part series is an informative look into every aspect of the field of film making. Using interviews with film makers Reggie Wells, Dick Young and Andy Warhol, the techniques of film making; the different areas (i.e. industrial, feature, underground, T.V., etc.); the job opportunities and the best way to get into this exciting field are discussed and explored.
Publisher: Educational Dimensions Corporation, 1971

8–12 **CAREERS IN TELEVISION** C0305

This program includes 1 filmstrip, 1 cassette, and 1 teacher's guide. Bob Jones, T.V. commercial producer of the Kelly-Nason Advertising Agency in New York City, explains how students can pursue a career in the exciting and lucrative field of advertising. Mr. Jones takes the students behind the scene to explain all that goes into the making of a commercial from the time the commercial idea is born, nurtured, "kicked around," drawn-up, discussed with the executives of the agency, presented to the client, and how the commercial is actually filmed. The careers of the cameraman, lighting personnel, set designers, cosmeticians, directors and writers are viewed.
Publisher: Educational Dimensions Corporation, 1968

8–12 **PEOPLE WHO MAKE MOVIES** C0304

This unit includes 2 filmstrips, 2 cassettes and 1 teacher's guide. This program introduces the art of making movies in a two step process. Part one assumes the viewer has little or no knowledge of the basics of filmmaking. With student filmmakers as examples, it illustrates the fundamental skill involved in putting a major production together. The various occupations of filmmakers are introduced with attention to economics. Emphasis is placed on moviemaking as a field which requires cooperation and coordination of many tools and people.
Publisher: Educational Dimensions Group, 1976

10–12 **JOURNALISM** T0195

This 103 page unit has students doing tasks related to journalism so that they develop marketable skills. Many journalism occupations are introduced, and information on schooling, job requirements, job availability and salaries is included. In all, 15 sets of supplemental reference materials are provided.
Developed by: Maxine Hughes

9–A **INTRODUCTION TO COMMUNICATIONS CAREERS** C0098

This unit of text activity manual and teacher's guide covers the basic elements of communications. Students plan, write, rehearse, present and tape a five minute radio program complete with sound effects, music, and a commercial announcement. Television and motion pictures are also discussed.
Publisher: McKnight, 1975

COMMUNICATIONS AND MEDIA

GRADE

9–12 **RADIO, TV CAREERPAC** T0186

This 8 page unit is intended to guide students exploring the area of mass media. Students will edit and produce a radio program which includes the news, weather, sports and advertisements. Peers evaluate the programs as well as speeches which are performed.
Developed by: Frank Sagona

7–A **JOBS IN PRINTING** C0290

The unit includes 8 filmstrips, 4 records and 1 filmstrip guide. Each of the 8 filmstrips shows a job in printing and discusses the duties, qualifications, work study experience, income level, employment outlook, negative aspects and information on how to find printing jobs. The filmstrip titles are: *Layout and Graphic Design, Typesetter, Lithographic Cameraman, Photoengraver, Offset Pressman, Letterpress Operator, Bookbinding,* and *Assistant Production Manager.*
Publisher: Coronet Instructional Media, 1972

7–12 **ELECTRONICS** C0415

This program contains 6 filmstrips, 3 cassettes, 1 career rating chart, and a counselor's key. This series is designed to help students to intelligently choose a career. This series provides perspective and insight for students selecting a career in electronics. This series includes 1 overview filmstrip of the electronics field and 5 filmstrips covering individual electronic jobs: *Electronic Technician, Radio and TV Repair, Broadcast Technician, Communications Technician,* and *Industrial Electronics Technician.* Sources for additional information are also included.
Publisher: Acoustifone

8–12 **CAREERS IN SPORTSCASTING** C0729

This unit includes 2 filmstrips, 2 cassettes, and 1 teacher's guide/filmstrip scripts. The program introduces students to some of the basic facts about the sportscasting profession. Jim Kelly, a working sportscaster, provides tips and insights to prepare viewers for their first jobs. Jim talks about the way he got into sportscasting and his job as a sportscaster. He covers personal and educational qualifications, associations, and work experiences that are useful in career preparation and discusses various strategies to make finding the first job a little easier. Teaching aids are included.
Publisher: Educational Dimensions Group, 1978

CONSTRUCTION

GRADE

1–3 **HAMMER VERSUS NAIL** T0264

We see carpenters building something near us most of the time. Sometimes it is just adding to an old building and changing it. At one time or another most families need a carpenter. In this ten page unit students learn ways in which the carpenter helps us and also some of the tools he uses for his job. Included are a pre-test, vocabulary list, post test and bibliography.
Developed by: Wanda Conley

8–12 **CONSTRUCTION RELATED CAREERS** T0240

This six page unit is designed to instruct the students in methods of job acquisition and to give students an opportunity to work with various employers in their community. The unit emphasizes construction-related careers and requires cooperation of the school administration in the suggested shadow program. Although developed primarily for 12th grade students, with modification it can provide a suitable exploration vehicle at lower grade levels.
Developed by: Gayle L. Senor

K–6 **ELEMENTARY CONSTRUCTION** C0186

This set of 6 Super 8mm film loops illustrate the safe handling and correct use of the tools most often used in elementary construction projects. Titles are: *Holding Wood With the C-Clamp, Sawing With the Hand Saw, Measuring and Marking with the Try Square, Boring Holes with the Brace and Bit, Driving Nails with the Claw Hammer, Pulling Nails with the Claw Hammer.*
Publisher: BFA

7–12 **MEET THE BUILDERS** C0301

This unit includes 6 filmstrips, 6 cassettes and 1 teacher's guide. This series visits active construction sites to show how buildings are created, from start to finish, from rough plans on paper to furnishings and actual decoration. This unit is designed to help students understand the basic steps and concepts in building. The following careers are discussed: planner, operating engineer, bricklayer, carpenter, electrician, plumber, pipefitter, glazier and decorating artist.
Publisher: Educational Dimensions Group, 1975

7–12 **CAREERS IN THE BUILDING TRADES, SET 1** C0319

This unit includes 4 filmstrips, 4 cassettes and 1 teacher's guide. The program details the opportunities and requirements of the following occupations: *Carpentry, Bricklaying, Plumbing and Refrigeration.* Each filmstrip shows the step-by-step application of a particular craft. The program helps students see how their natural interests and abilities can be successfully applied to a satisfying, productive and profitable career. Full details of training requirements are clearly given.
Publisher: Educational Dimensions Group, 1975

7–12 **CAREERS IN THE BUILDING TRADES, SET 2** C0320

This unit includes 4 filmstrips, 4 cassettes and 1 teacher's guide. The program details the opportunities and requirements of the following occupations: *Electrician, Glazier, Operating Engineer,* and *Metalworker.* Each filmstrip shows the step-by-step application of a particular craft. The program helps students see how their natural interests and abilities can be successfully applied to a satisfying, productive and profitable career. Full details of training requirements are clearly given.
Publisher: Educational Dimensions Group, 1975

K–4 **OFF WE GO TO THE HOUSE BUILT IN A HURRY** C0469

This unit contains 1 filmstrip, 1 cassette, and 1 teacher's guide/filmstrip script. A part of the CAREER AWARENESS FIELD TRIPS SERIES, this audiovisual field trip helps children understand that products result from a variety of interrelated jobs. Viewers watch the construction of a prefab dome house. The houseowner explains the architect's blueprints and models, introduces the factory workers who make the dome house parts, and Cecilia describes the contributions of the construction workers. Related activities are included in the teacher's guide.
Publisher: Guidance Associates, 1974

7–A **CAREERS IN CONSTRUCTION** C0503

A part of the CAREERS programs, this unit contains 2 filmstrips, 2 cassettes, and 1 teacher's guide/filmstrip scripts. Interviews with workers in residential building, general building, highway construction, and heavy construction point out job entry methods, duties, drawbacks, and satisfactions. The teacher's manual includes related activities and information resources.
Publisher: Pathescope Educational Films, Inc. and The Associated Press, 1973

CONSTRUCTION

GRADE

10–12 **THE ROLE OF THE BUILDING CONTRACTOR** **T0237**

See complete entry under *Industrial Arts.*

9–12 **WOOD PRODUCTS** **T0238**

See complete entry under *Industrial Arts.*

10–12 **WOODWORKING AND METAL CASTING** **T0239**

See complete entry under *Industrial Arts.*

4–7 **MAKING TOYS THROUGH TEAMWORK** **C0240**

This 115 page notebook contains teacher's guide, duplicable student materials, 31 page student resource booklet, and evaluation guides. This unit introduces students to wood construction and mass production. They learn carpentry skills & the safe use of tools, equipment and materials as they simulate a toy company that mass produces toy boats and then develop marketing principles in order to sell them. In this process students learn general work related skills such as task planning, interpersonal relations, individual and group work methods, applied mathematics, and decision making.
Developed by: Ohio State University, Center for Vocational Education, 1974

6–10 **BUILDING TRADES – CAREER EDUCATION LEARNING ACTIVITY PACKET** **T0024**

This 60 page packet consists of a general information section, student guide/manual, student workbook, 2 supplementary reference materials and 1 evaluation instrument. This packet is designed to create interest and provide the student with basic information about a career in the building trades. This unit also contains directions, D.O.T. information – job descriptions, aptitude, interest, temperament profiles, etc. – and a vocabulary sheet. An instructor's guide contains rationale, objectives, and suggested additional activities.
Developed by: Richard Richmond

6–10 **WELDING** **T0037**

A career education learning activity packet designed to create interest and provide the student with basic information about the career of welding. It contains directions, a 42 page programmed student workbook, D.O.T. information – job descriptions, aptitude, interest, temperament profiles, etc. – and a vocabulary sheet. An instructor's guide contains rationale, objectives and suggested additional activities.
Developed by: Richard Richmond

4–6 **I WANT TO BE A CARPENTER** **T0009**

This 14 page unit is designed to help students become aware of carpentry as a career. The student encounters situations and problems in a carpenter's work day. The booklet emphasizes the academic and occupations skills necessary. Activities provided include word games, crossword puzzles, etc. that increase vocabulary and acquaint the student with the tools used by a carpenter. There is also a pre-and post test included.
Developed by: Jan Sparks

11–12 **METALS OCCUPATIONAL CLUSTER GUIDE** **X0292**

This 180 page curriculum guide helps educators establish a metals cluster curriculum to prepare students for entry-level employment or for post-high school training. Information and data assist in the identification of career goals for local communities. A suggested model curriculum, program objectives, and areas of related knowledge and skills are identified and described. Student performance objectives and instructional strategies are provided for the occupational specialty courses. An accident prevention program and equipment and facilities lists are included.
Publisher: Oregon Board of Education, 1969

11–12 **BUILDING CONSTRUCTION OCCUPATIONAL CLUSTER GUIDE** **X0285**

This 271 page curriculum guide helps educators establish a building construction cluster curriculum to prepare students for entry-level employment or for more advanced training. Information and data assist in the identification of career goals for local communities. A suggested model curriculum, program objectives, and areas of related knowledge and skills are identified and described. Student performance objectives and instructional strategies are outlined for the occupational specialty courses. An accident prevention program, tools and equipment lists, and sources for media materials are included.
Publisher: Oregon Board of Education, 1972

CONSTRUCTION

GRADE

7–8 **CAREER EXPLORATION – CONSTRUCTION CLUSTER** **X0073**

This comprehensive career exploration unit contains 1 teacher manual and 1 student manual for a 9-week construction cluster curriculum module. Students are exposed to concepts, tools, materials, and processes which will enable them to make educated occupational choices. The curriculum includes the areas of design, land development, fabrication, and installation. Aids and activities for both teachers and students as well as student performance objectives are included for each unit.
Publisher: Oklahoma State Dept. of Vocational and Tech. Education, Curriculum and Instructional Materials Center

7–A **BUILDING A FUTURE SERIES: CONSTRUCTION** **C0616**

This unit contains 4 filmstrips, 4 cassettes, and 1 teacher's guide/filmstrip scripts. This program introduces construction careers, provides up-to-date career information, and encourages students to examine their own interests and abilities. On-the-job interviews with professionals reveal the duties, the personal and educational requirements, the advantages and disadvantages, and the challenges of the various jobs. The filmstrip titles are *Building a Future in the Carpentry Trades, Building a Future as a Bricklayer, Building a Future as an Electrician,* and *Building a Future as a Plumber or Pipefitter.* Teaching aids are included.
Publisher: McGraw-Hill, Inc., 1978

9–12 **CONSTRUCTION/CONSTRUCCION** **C0628**

See complete entry under *Foreign Language*.

CONSUMER AND HOMEMAKING

GRADE

6–9 **CHILD CARE** **T0300**

This 8 page unit explores child care centers and the possible careers associated with such centers. Students become aware of the existence of various careers, required qualifications, and they learn more about the physical and mental characteristics unique to preschool age children. Many materials and resources are listed.
Developed by: Patsy Summerlin

K–4 **THE FOODS WE EAT** **C0032**

See complete entry under *Agri-Business and Natural Resources.*

K–4 **FAMILY MANAGER** **T0250**

This 6 page unit creates student awareness of what a family manager is, who may be the family manager (father or mother), who the manager is in one's own family, and the significance and functions of family managers. Students construct a wheel with at least six spokes, each spoke representing a position which the family manager may hold.
Developed by: C. Dorsey, S. Hylla, I. Stroup

7–A **EXPLORING CHILDHOOD** **C0026**

See complete entry under *Home Economics.*

9–A **JOBS FOR YOU: IT'S HAPPENING IN HOME ECONOMICS** **C0485**

This unit contains 1 filmstrip, 1 cassette, and 1 discussion guide/filmstrip script. Working professionals describe careers in the hospitality industry, the textile and apparel industry, community services, and child care/development services. The program emphasizes the varying skills, education, and training needed for these home economics-related jobs. The discussion guide includes related activities and information resources.
Publisher: Guidance Associates, 1975

11–12 **FOOD SERVICE OCCUPATIONS OCCUPATIONAL CLUSTER GUIDE** **X0286**

See complete entry under *Personal Services.*

ENVIRONMENTAL CONTROL

GRADE

4–6 **KEEPING THE CITY CLEAN AND BEAUTIFUL** **C0059**

This set of 8 posters is reproduced from photographs depicting workers keeping the environment clean and healthy. Titles are: *Street Cleaning, Tree Care, Keeping Parks Beautiful, Refuse Collection, City Refuse Incinerator, Sewer Cleaning, Window Washing on a High Rise, Home and Yard Care.* Information about each activity and worker is printed on the back of each poster, along with suggested topics for things to do and things to discuss, and a new vocabulary list.
Publisher: Singer/SVE

9–12 **RECYCLING TO CONSERVE RESOURCES** **T0218**

This 14 page unit introduces students to environmental occupations. Three areas of solid waste management are explored: collecting and transporting waste, disposing of waste, and recovering resources from waste. The demands of consumers for safer and more convenient ways of disposal have increased the "waste load" which has to be managed.
Developed by: Irene Doe

4–7 **FOREST AND FOREST PRODUCTS** **C0184**

See complete entry under *Agri-Business and Natural Resources.*

7–12 **CAREERS IN ENVIRONMENTAL MANAGEMENT** **C0280**

This program consists of 6 filmstrips, 3 records and 1 teacher's guide. This series is designed to give students a realistic view of environmental problems and the people who work to solve them. Each filmstrip is an on-the-job interview which discusses the importance of a particular environmental position, the duties and rewards, and the educational requirements of each. Filmstrip titles are: *What are They?, Marine Biology and Wildlife Management, Forestry and Recreation Planning, City Planning and Air Pollution Control, Wastewater Treatment and Water Supply,* and *Public Health Services.*
Publisher: Coronet, 1974

9–12 **CAREER EDUCATION IN THE ENVIRONMENT** **X0001**

Designed for secondary schools, this 379 page handbook explores and provides information on environmental problems, solutions, and existing and emerging career opportunities. Job descriptions are provided for all occupations in this field. A bibliography; a 3-week, self-contained unit on awareness and pollution; and a semester-length course providing breadth and depth to the study of the physical world, natural resources, and social/environmental problems are included.
Publisher: U.S. Government Printing Office

7–A **EXPLORING CAREERS IN NATURAL RESOURCES AND ENVIRONMENTAL OCCUPATIONS** **X0021**

This 302 page curriculum guide provides guidelines for teachers to help students explore occupations in the natural resources and environmental cluster. Designed primarily for middle/junior high levels, this guide may be used as resource material for a mini-course or for integrating career exploration activities into the existing curriculum. Units are developed around student performance objectives and include a comprehensive format. The appendices contain related occupational information. This guide may also serve as an aid in high schools and a variety of agency settings.
Developed by: Curriculum Development Center, Univ. of Kentucky, 1974

K–6 **NATURAL RESOURCES AND CAREER AWARENESS** **X0032**

See complete entry under *Agri-Business and Natural Resources.*

7–A **EXPLORING OCCUPATIONS IN THE NATURAL RESOURCES** **X0033**

See complete entry under *Agri-Business and Natural Resources.*

9–A **OCCUPATIONAL PREPARATION IN THE NATURAL RESOURCES** **X0034**

See complete entry under *Agri-Business and Natural Resources.*

13–A **NATURAL RESOURCES TECHNOLOGIES** **X0036**

See complete entry under *Agri-Business and Natural Resources.*

ENVIRONMENTAL CONTROL

GRADE

7–A **CHOOSING YOUR CAREER: ENVIRONMENTAL CONTROL** **C0001**

This unit contains 1 booklet, 1 wall chart, and 1 career educator's guide. This program helps students explore career interests, evaluate job possibilities, obtain education and training, and get jobs. Career information includes job duties, working conditions, earnings, and advancement opportunities. Occupational areas discussed are forestry, oceanography, waste water treatment plant, life science, weather forecasting, and sanitarian work. Activities are included.
Publisher: Choosing Your Career, 1975

7–A **CAREERS IN CONSERVATION** **C0500**

A part of the CAREERS programs, this unit contains 2 filmstrips, 2 cassettes, and 1 teacher's manual/filmstrip scripts. The presentation explores the vital role of conserving the world's natural resources and the numerous career opportunities available to people with a wide variety of educational backgrounds. Predictions indicate the demand for workers in this career field will continue to increase. Workers' interviews focus on the personality and skill requirements as well as the rewards and drawbacks of their jobs. Related activities are included.
Publisher: Pathescope Educational Media, Inc. and The Associated Press, 1973

7–A **WORKING FOR A BETTER ENVIRONMENT SERIES** **C0617**

This unit contains 5 filmstrips, 5 cassettes, and 1 teacher's guide/filmstrip scripts. This program introduces environmental control careers, provides up-to-date career information, and encourages students to examine their own interests and abilities. On-the-job interviews with professionals reveal the duties, the personal and educational requirements, the advantages and disadvantages, and the challenges of the various jobs. The filmstrip titles are *Environmental Protection and Public Health, Ecology and Biology, Land Use Planning and Environmental Design, Resource Management and Conservation,* and *Careers in Biology: The Science of Life.* Teaching aids are included.
Publisher: McGraw-Hill, Inc., 1978

FINE ARTS AND HUMANITIES

GRADE

8–12 **CAREERS IN INTERIOR DESIGN** C0313

This unit includes 2 filmstrips, 2 cassettes and 1 teacher's guide. This program has interviews with 3 leading designers: Frank Vargish, Louisa Cowan, and Glen Boyles. The designers discuss how their companies use designers, what qualifications they look for when hiring, and each gives their personal experiences as a teacher and designer. All stress the need for good clear sketches, a feeling for color and an ability to render, as well as the need to know the persons, personalities and the space to be used.
Publisher: Educational Dimensions Group, 1973

8–12 **CAREERS IN THE GRAPHIC ARTS** C0298

This unit includes 2 filmstrips, 2 cassettes and 1 teacher's guide. This program is designed to help students become aware of the many career opportunities in the area of graphic art. The program presents opportunities to many students who may have not thought that there was a place for them in the arts at all. The following careers are explored: technicians, draftsman, layout artists, letters, illustrators, art directors, paste up, and mechanical workers. The student is given a broad exposure and some cues that will aid him or her in the preparation for a graphic arts career.
Publisher: Educational Dimensions Group, 1973

7–A **YOUR FUTURE IN INTERIOR DESIGN** C0345

This 157 page book is designed to inform the reader about interior design and the job of the interior designer. It describes the practice of interior design, opportunities within the field, personal qualifications, related fields, educational requirements, and suggestions for starting your own business.
Distributor: Perma-Bound

8–12 **CAREERS IN CARTOONING AND ANIMATION** C0321

This unit includes 2 filmstrips, 2 cassettes and 1 teacher's guide. This unit is designed to introduce comic strip cartooning to the student as a unique American art and to develop an appreciation for the many talents and abilities required to produce and maintain a successful comic strip. The unit introduces two successful cartoonists, whose work is seen and enjoyed by millions of people all over the world and finds out their views on cartooning, based on their actual experiences. The cartoonists interviewed are Mort Walker (Beetle Baily) and Dik Browne (Hager the Horrible).
Publisher: Educational Dimensions Group, 1975

8–12 **CAREERS IN PHOTOGRAPHY** C0312

This program includes 1 filmstrip, 1 cassette and a teacher's guide. Mr. Richard Beattie of the Famous Artists School of Photography and one of the foremost photographers in the world, explains the opportunities available to young people interested in photography. He also tells how they can go about entering the challenging field of drawing from his own personal experience. "Anyone can take a picture," states Mr. Beattie, then he goes on to explain why some pictures are better than others. He discusses the tricks of the trade, planned "accidents," proper lighting and getting subjects to work with.
Publisher: Educational Dimensions Corporation, 1968

8–12 **CAREERS IN ILLUSTRATION** C0311

This program includes 1 filmstrip, 1 cassette and a teacher's guide. Harry Carter, past President of the Society of Illustrators, and James Barkley, winner of the Society of Illustrators Award of Excellence, simply but graphically describe life as an illustrator. The student will see and hear all the ups and downs of this career. Both men give their advice on the kind of schools and training an aspiring illustrator and every artist should seek.
Publisher: Educational Dimensions Corporation, 1968

8–12 **ART CAREERS IN ADVERTISING** C0302

This unit includes 1 filmstrip with corresponding cassette narration and teacher's guide. This filmstrip takes the student into one of the largest advertising agencies in the world – Young and Rubicam. There, Mr. Carl Harris, Art Director, explains how an ad is born, developed and finally emerges on the pages of a national magazine. The student meets all the various people who make a professional contribution to an advertising campaign. Mr. Harris points out that there are six career areas open in the development of advertising: art director, copywriter, art buyer, stylist, photographer and typographer.
Publisher: Educational Dimensions Group, 1968

FINE ARTS AND HUMANITIES

GRADE

6–14 **EXPLORING CAREERS, GROUP 9** **C0041**

This set of six filmstrips, corresponding cassette narration and six teacher's guides/reading scripts was designed to explore six distinct personal service and fine arts/humanities occupations. Students are given the information needed to evaluate each job. Each unit outlines the necessary qualifications and aptitudes for the job as well as prospects for success and satisfaction in it. Titles are: *The Professional Musician, The Talent Agent, The Cosmetologist, The Barber/Stylist, The Mortician,* and *The Commercial Artist*
Publisher: Singer/SVE, 1975

7–12 **BASIC PHOTOGRAPHY** **C0288**

The unit includes 6 filmstrips, 3 records and 1 filmstrip guide and is designed to help students to make the right decisions when purchasing and using photographic equipment. The student photographer is introduced to several classic patterns of composition and is encouraged to combine an understanding of the operation of the camera with a visualization of the subject of the photograph through exploration, isolation and organization. Topics covered are: camera adjustments; developing black and white film; and printing and enlarging.
Publisher: Coronet Instructional Media, 1975

5–9 **PEOPLE WHO CREATE ART** **C0385**

This program includes 4 filmstrips, 4 cassettes and a discussion guide. The program attempts to define the nature of talent, inner direction, and the desire to communicate as they motivate musicians, sculptors, painters, writers, artisans, and designers. A puppeteer/actress/costume designer/seamstress shows how it is backstage and out front; a young drummer plays, teaches, composes, and tells why music is his life; an industrial designer explains the challenge of making a playground for both fun and as a learning experience.
Publisher: Guidance Associates, 1972

4–7 **CAREERS IN VISUAL ARTS** **C0236**

This 85 page notebook includes text, teacher's guide, duplicable student materials, and evaluation guides. This unit acquaints students with some of mankind's great achievements in the fine arts. While exploring a variety of careers in the graphic arts, students become aware of the tools, materials, and equipment as well as the skills needed to utilize them. Group activities are designed to see the advantages of cooperation and to develop an understanding of how cultural backgrounds and environmental influences determine modes of artistic expression. The possible lifestyles and career rewards of graphic artists are examined briefly.
Developed by: Ohio State University, Center for Vocational Education, 1974

8–12 **CAREERS IN SET DESIGN** **C0308**

This unit includes 2 filmstrips, 2 cassettes, and 1 teacher's guide. This program has been designed to familiarize students with the facts – the anatomy of a theater, how a set is built, the process followed from the first script conference to the opening night, educational preparation, the all-important union, how to get experience, etc. Oscar-winning set designer Jo Mielziner and Robin Wagner, creator of the sets for "Hair" and "Jesus Christ Superstar," humanize this informative experience as they talk about their own personal experiences working in the theater.
Publisher: Educational Dimensions Group, 1972

6–10 **"INDIAN" JEWELRY MANUFACTURING** **T0028**

This packet is designed to create interest and to provide the student with basic information about a career in "Indian" style jewelry manufacturing. It contains directions, a 50 page programmed student workbook, D.O.T. information – job descriptions, aptitude, interest, and temperament profiles, and a vocabulary sheet. An instructor's guide contains rationale, objectives and suggested activities.
Developed by: Project Pico

8–12 **CAREERS IN FINE ARTS** **C0307**

This program includes 1 filmstrip, 1 cassette and a teacher's guide. This unit takes the student on a lively, fast-paced tour of the museums and galleries of New York City. Lloyd Goodrich, Associate Director of the Whitney Museum of American Art, explains how the artist must proceed to get into a gallery and have an exhibition. He describes the competition and problems facing the student as he or she begins to enter the art world. The gallery "system" is completely explained, along with the relationships between museums and galleries. Mr. Goodrich also explains the problems of getting a dealer to even look at an artist's work, the problems of economic survival and how most artists solve these problems.
Publisher: Educational Dimensions Corporation, 1968

GRADE

8–12 **WRITING CAREERS IN ADVERTISING** **C0299**

See complete entry under *Communications and Media.*

8–12 **CAREERS IN FASHION DESIGN** **C0314**

This unit contains 1 filmstrip, 1 cassette, and 1 teacher's guide/filmstrip script. Two top fashion designers, Pauline Trigere and Erika Elias, offer advice and encouragement to young people who like to sew, sketch, or design their own clothes. These two professionals describe the training and talent requirements, the schools, the hard work, and the opportunities for this highly glamorous field.
Publisher: Educational Dimensions Group, a division of Ed. Dimensions Corp.

7–A **CAREERS IN MUSIC** **C0486**

See complete entry under *Communications and Media.*

HEALTH

GRADE

6–10 **RURAL HOSPITALS** **T0026**

This packet is designed to create interest and provide the student with basic information about a career in rural hospitals. The unit contains a 54 page programmed student workbook, D.O.T. information – job descriptions, aptitude, interest, temperament profiles, etc., and a vocabulary sheet. An instructor's guide contains rationale, objectives and suggested additional activities.
Developed by: Richard Richmond

9–12 **HEALTH CAREER FOR YOU** **T0219**

This 19 page unit introduces students to health careers in the small community. Included are suggested activities, pre- and post tests and supplemental informative materials. Interviewing is used as a means of gaining knowledge in health occupations.
Developed by: Geneva Babb

6–8 **HEALTH OCCUPATIONS** **T0139**

By being exposed to the varied roles which the invididual employees contribute to the total functioning of a hospital, the student has an opportunity to establish positive attitudes toward health careers. Emphasis is placed on attitude, understanding, and awareness of various health careers. This 10 page unit includes five student activities and a post test. Listed are many community resources, references, and pamphlets.
Developed by: K. DeCarlo, N. Flores, F.C. Luna, M. Stefanie

1–2 **HAPPINESS IS BEING A NURSE** **T0260**

This 18 page unit introduces nursing and health service occupations to primary students.They learn that a nurse provides services to and comforts others. Students also learn that the nurse and the doctor are a team. Included in this unit are pre- and post tests, a vocabulary list and various coloring pictures. Background resource materials are required.
Developed by: Marie Schlingoff

5–9 **CAREER DISCOVERIES: PEOPLE WHO HELP OTHERS** **C0071**

See complete entry under *Public Services.*

7–12 **JOBS IN HEALTH SERVICE** **C0281**

This unit contains 8 filmstrips, 4 records and 1 handbook. It describes the duties, qualifications, work study experience, income level, employment outlook, negative aspects, getting the job, and references on where to get additional information on 8 health occupations. Unit titles are: *Nurses Aide, Medical Laboratory Assistant, Optometric Assistant, Optical Technician, Dental Assistant, Dental Laboratory Technician, Medical Photographer,* and *Radiology Technician.* Each filmstrip shows employees in health service candidly explaining the demands, rewards and requirements of their work. Also described are the technical skills needed, aptitudes required, everyday equipment used, and responsibilities.
Publisher: Coronet Instructional Media, 1971

7–12 **YOUR FUTURE IN HOSPITAL WORK** **C0344**

See complete entry under *Multi-Cluster.*

Pre-3 **COMMUNITY HELPERS AT WORK** **C0081**

See complete entry under Public Services.

7–A **CAREERS IN ANIMAL CARE AND TRAINING** **C0498**

See complete entry under *Personal Services.*

11–12 **HEALTH OCCUPATIONS OCCUPATIONAL CLUSTER GUIDE** **X0005**

This 149 page curriculum guide helps educators establish a health occupations cluster curriculum to prepare students for entry-level employment or for further formal training. Information and data assist in the identification of career goals for local communities. A suggested model curriculum and program objectives are identified. Student performance objectives, evaluative criteria, and instructional strategies are outlined for the occupational specialty courses. Equipment and supplies lists and instructional materials sources are included.
Publisher: Oregon Board of Education, 1969

HEALTH

GRADE

9–A **INTRODUCTION TO HEALTH CARE CAREERS** C0100

This program consists of a text-activity manual and teacher's guide. Students set up health care clinics in ophthalmology, hematology, radiology, and other areas. They study the cardiopulmonary systems, various body functions, X-rays, broken bones and different trauma situations. Students explore rehabilitative, counseling, and health care education services. Several activities require equipment and supplies not included in the kit, although many activities are accomplished through evaluating one's response to a "case history."
Publisher: McKnight, 1975

7–12 **PHARMACIST** T0001

This 20 page self-instructional booklet is designed for student use. It describes typical situations and decisions encountered by a pharmacist. Various job opportunities are discussed. The booklet includes statistics relating to future job demands.
Developed by: CEPAC Project – San Juan Basin AVTS

8–12 **NURSING** T0002

This 22 page self-instructional booklet is designed for student use and simulates situations a nurse might expect in her daily routine. Definitions, historical background information, and procedures for charting temperatures and pulse rates are included.
Developed by: Mary Kaye Robb

10–12 **VETERINARY MEDICINE** T0212

This 4 page unit provides students an opportunity to become familiar with the life of a veterinarian. Students explore fields related to veterinary science. Academic preparation while in high school is emphasized.
Developed by: John Klomp

6–9 **MY FATHER IS A DRUGGIST** T0137

Since pharmacy is the science of preparing medicine, it is important for students to be aware of its effect upon their lives. This 12 page unit covers the relationship of the pharmacist with the doctor, pharmaceutical salesperson, and other drug store employees. A pharmacist's qualifications are emphasized. Activities, a pre-and a post test are provided.
Developed by: Robert Lovin

11–12 **OPTOMETRY** T0235

This 3 page unit covers the essential facts about optometry. Suggested activities include a guest speaker and working with an optometrist. Community resources are specific but can be adapted to most areas.
Developed by: J. Pecoraro, H. Roman, W. Vensor

2–3 **DENTAL HYGIENIST** T0284

By discovering the contribution which the dental hygienist makes to individual and community health, students gain insight into the importance of maintaining their own personal health for future family and community benefit. Proper methods of brushing along with a study of the four basic food groups are discussed. Students also learn that nutritional snacks are the best for in-between meals.
Developed by: Joyce Muhic

7–12 **CHOOSING YOUR CAREER: HEALTH WORK** C0002

This unit contains 1 booklet, 1 wall chart, and 1 career educator's guide. The program helps students explore career interests, evaluate job possibilities, obtain education and training, and get jobs. Career information includes job duties, working conditions, and advancement opportunities. The careers discussed are licensed practical nurse, medical lab worker, pharmacist, doctor, hospital administrator, and surgical technician. Activities are included.
Publisher: Choosing Your Career, 1975

9–A **INTRODUCTION TO HEALTH CAREERS** C0453

This 212 page book provides reliable information about health careers to help individuals make tentative career choices based on fact. The interrelationships of the 5 major groups of health careers, technological advances in health care, educational requirements, job duties, tips for purchasing health products and health care, and the privileges and obligations of a health career are discussed. Student activities and sources for further information are included.
Publisher: J. B. Lippincott Company, 1978

HEALTH

GRADE

7–12 **MAKING HEALTH DECISIONS** C0114

This 338 page book is not a book on human anatomy or physiology, but deals with the individual and health problems. The book emphasizes the relationship among the physical, emotional, and social aspects of life. Topics discussed are developing a concept of health; promotiong mental health; informaton on chronic illness and communicable diseases; community problems such as water and air pollution; developing an understanding of sexualtiy; preventing the misuse of alcohol, tobacco and drugs; selecting medical products and services; as well as career information on health occupations.
Publisher: Prentice-Hall, 1975

K–3 **HEALTH OCCUPATIONS CAREER AWARENESS** C0009

This program consisting of six filmstrips, two cassettes and a teacher's guide describes six health related occupations: *Ambulance Driver; Dental Assistant; Doctor, M.D.; Nurse's Aid; Pharmacist;* and *School Nurse.* The content of the narrations centers upon four factors: "Where does the person work?," "What does the person do?," "What are the rewards?," *and* "What are the job conditions?"
Publisher: Ideal School Supply Co., 1975

5–10 **THE WORK WORLD OF HEALTH, THE VERY IMPORTANT PEOPLE SERIES** C0112

These 3 books are designed to help readers assess their abilities and interests in relation to health occupations. The jobs of all the workers are explored presenting the skills and training required for a wide variety of positions from doctors, nurses, dentists and physical therapists to medical records librarian, laboratory workers and researchers. Unit titles are: *On the Scene in Medical Work, On the Backup Team in Medical Work,* and *Behind the Scene in Medical Work.* Certain symbols are used to denote the skills needed for each job and also whether a job is open to a beginner who may learn while working.
Publisher: Children's Press

4–6 **HOSPITAL HELPERS** C0060

This set of 8 posters is reproduced from photographs depicting hospital employees at work. They are *Surgical Group Operating; Ambulance Helpers; Reception Desk Helpers; Doctor Examining Patient; Preparing Patient for X-Ray; Nurse and Aid; Dieticians Check Food;* and *Physical Therapist.* Information about each activity and worker is printed on the back of each poster, along with suggested topics of things to do and things to discuss, and a new vocabulary list.
Publisher: Singer/SVE

7–A **YOU, AND A HEALTH CAREER** C0654

A part of the EXPLORING HEALTH CAREERS SERIES, this unit contains 1 text-skillbook (138 pages) and 1 teacher's guide. Health careers in schools, neighborhoods, and hospitals are examined in depth. Students will set their own career directions through self-examination and self-improvement. Designed for either class or individualized instruction, emphasis is centered upon exploring a career by doing, seeing, and finding out. Other topics include hospital organization, the health team, planning a health fair, wages and hours, the future outlook, and sources for further information about health careers. Teaching aids are included.
Publisher: Fairchild Publications, Inc., 1972

7–A **NURSING AND ALLIED CAREERS** C0660

This unit, 1 text-skillbook (144 pages) and 1 teacher's guide, provides exploratory experiences in nursing and allied health careers. A part of the EXPLORING HEALTH CAREERS SERIES, this book contains general nursing career information – education, work places, job duties, specialties, and the organization of a hospital nursing department. The nursing skills section describes aseptic techniques; recording vital signs; and patient, room, and emergency care. Professional standards of conduct are discussed. Designed for either class or individualized instruction, this text-skillbook provides exercises and opportunities for experiential learning. Teaching aids are included.
Publisher: Fairchild Publications, Inc., 1973

7–A **CAREERS IN THERAPY, MEDICAL TECHNOLOGY AND NUTRITION** C0661

This unit, 1 text-skillbook (128 pages) and 1 teacher's guide, presents the facts about various health careers and provides direction for students contemplating college study. A part of the EXPLORING HEALTH CAREERS SERIES, this unit describes careers in therapy, medical technology, and dietics and food services. Education and training, job duties, salary and future outlook, and sources for further information are included for the various careers. Designed for either class or individualized instruction, this text-skillbook provides exercises, review and self-appraisal quizzes, and opportunities for experiential learning. Teaching aids are included.
Publisher: Fairchild Publications, Inc., 1974

HEALTH

GRADE

7–A **CAREERS IN HOSPITAL ADMINISTRATION, MAINTENANCE AND MEDICAL SECRETARIAL SERVICES** **C0662**

This unit, 1 text-skillbook (128 pages) and 1 teacher's guide, explores hospital careers in administration, maintenance, and secretarial services. A part of the EXPLORING HEALTH CAREERS SERIES, general career information is provided for the hospital administrative positions. The organization of the maintenance department and the jobs of the chief engineer and her/his many assistants are described. The book discusses the careers of the medical secretary and the medical assistant, examines the medical secretary's duties, and offers practice exercises which provide insight into the skills needed and the duties performed by the secretary. Teaching aids are included.
Publisher: Fairchild Publications, Inc., 1975

7–A **ALLIED HEALTH CAREERS SERIES** **C0618**

This unit contains 4 filmstrips, 4 cassettes, and 1 teacher's guide/filmstrip scripts. This program introduces health careers, provides up-to-date career information, and encourages students to examine their own interests and abilities. On-the-job interviews with professionals reveal the duties, the personal and educational requirements, the advantages and disadvantages, and the challenges of the various jobs. The filmstrip titles are *Emergency Medical Technician and Physician's Assistant, Diagnostic Technologists and Technicians, Therapy and Rehabilitation,* and *Medical Records and Health Care Administrator.* Teaching aids are included.
Publisher: McGraw-Hill, Inc., 1978

8–A **CAREERS IN SCIENCE** **C0728**

See complete entry under *Science.*

9–12 **HEALTH SERVICES/ASISTENCIA MEDICA** **C0630**

See complete entry under *Foreign Language.*

7–A **YOUR FUTURE IN MEDICAL TECHNOLOGY** **C0360**

This 156 page book surveys the wide variety of work and notes the increasing demand for workers in the medical technology field. Training requirements and personal qualifications; types of employers (hospitals, clinics, and private physicians); job duties; advantages and disadvantages; advancement opportunities; and salaries are discussed. The historical background, research, and processes are described for the physical, chemical, and microscopic tests. A self-evaluation test is included.
Publisher: Arco Publishing Company, Inc., 1971
Distributor: Perma-Bound Hertzberg New Methods, Inc.

10–A **YOUR CAREER AS A MEDICAL SECRETARY TRANSCRIBER** **C0362**

See complete entry under *Business and Office.*

HOSPITALITY AND RECREATION

GRADE

9–A **INTRODUCTION TO HOSPITALITY AND RECREATION CAREERS** **C0097**

This text-activity manual and teacher's guide have been developed to help students examine the management process of such enterprises as hotel/motel, restaurant, community recreation, entertainment, and travel conveniences in this course. Students act as travel agents to set up arrangements for customers, operate the front desk of a motel, and teach other students a recreational skill such as golf. They will survey goals, abilities, and interests in this career area.
Publisher: McKnight, 1975

7–10 **EXPLORING CAREERS IN HOSPITALITY AND FOOD SERVICE** **C0094**

The partial program includes 1 textbook/activity manual and 1 teacher's manual. The unit is designed to give students homemaking skills which can be used in daily living but also gives them a basic understanding of the careers in hospitality and food service. Students may explore careers and learn the processes, skills and attitudes in the hospitality environments of lodging, recreation, entertainment, and travel convenience and the food environments of family foods, manufacturing, fast food restaurants, family style restaurants, and gourmet restaurants. The program is divided into 11 units and is designed to allow students to assume increasing amounts of responsibility and self-direction.
Publisher: McKnight

7–12 **OCCUPATIONS AT A SKI AREA** **T0006**

A 16 page self-instructional career unit that is designed to provide students with an understanding of a variety of ski area or condominium careers. The unit contains a pre- and post test, student activities, and guidelines for instructing classes. Also included are approximate charges for ski lessons.
Developed by: Doyle Frank

10–12 **PRODUCING A DINNER PROGRAM** **T0233**

The purpose of this 10 page unit is to provide students with first-hand knowledge of various careers involved in producing a dinner-program. Students handle all preliminary planning and promotion and the program contents. Cooperation between all vocational classes is emphasized. This unit outlines all areas to be covered with a time scheduling provided.
Developed by: Tina DeFallippie, Darwin Hansen, Don Eriis

7–12 **CAREERS IN THE HOTEL AND RESORT INDUSTRY** **C0318**

This program consists of 2 filmstrips, 2 cassettes, and 1 teacher's guide. This series is designed to help students make important career decisions in the hotel and resort industry. The unit describes the opportunities and requirements, advantages and disadvantages, and the availability of these careers. The filmstrips show young workers being interviewed who are interested in working their way up in the business. The program stresses that the ability to like people, eagerness to learn, and the willingness to work are the major requisites for anyone seeking one of the many careers in the hotel and resort industry.
Publisher: Educational Dimensions Group, 1976

K–A **CAREER EDUCATION FOR LEISURE OCCUPATIONS** **X0043**

This 77 page curriculum guide suggests guidelines to develop and implement career education programs based on local needs and resources. An overview of the leisure occupations (career opportunities and employment requirements); a basis for refocusing the curricula around the leisure career theme; and examples of the theme infused into the subject areas are presented. Subject area sample problems have been grouped into 5 levels (kindergarten through high school) covering the 3 career education phases. Sources for information are included.
Developed by: University of Kentucky, 1972

9–A **JOBS FOR YOU: IT'S HAPPENING IN HOME ECONOMICS** **C0485**

See complete entry under *Consumer and Homemaking.*

7–A **CAREERS IN THE LEISURE TIME INDUSTRY** **C0504**

A part of the CAREERS programs, this unit contains 2 filmstrips, 2 cassettes, and 1 teacher's manual/filmstrip scripts. The rise of leisure time activities has brought increased opportunities and demand for workers in this field. Careers are found in tourism, travel, recreation, and entertainment. On-the-job interviews discuss the personality factors, knowledge, skills, job duties, and working conditions needed for these jobs. Career challenges, frustrations, and rewards are described. The teacher's manual contains related activities.
Publisher: Pathescope Education Films, Inc. and The Associated Press, 1974

HOSPITALITY AND RECREATION

GRADE

6–8 **COLORADO TOURISM** **T0154**

This 7 page unit is designed to help students develop an appreciation for the tourist industry in Colorado. Suggested activities and resource people are listed. Students acquire supportive materials by writing and requesting information from various Colorado county seats.
Developed by: Marie Stinchcomb

6–10 **HOTELS AND MOTELS** **T0027**

This packet is designed to create interest in students and to provide basic information about careers in the management of hotels and motels. This unit contains directions, a 46 page programmed student workbook, D.O.T. information – job descriptions, aptitudes, interests, temperament profiles, etc. – and a vocabulary sheet. An instructor's guide contains rationale, objectives, and suggested activities.
Developed by: Richard Richmond

6–10 **SKI AREA CAREERS** **T0034**

An activity packet containing a student guide/manual, a 58 page programmed student workbook, 2 supplementary reference materials and an evaluation instrument. This packet is designed to create interest and provide the student with basic information about a career in ski areas.
Developed by: Richard Richmond

6–10 **RESORT (DUDE) RANCHING** **T0033**

This is a learning activity packet containing a student guide/manual, a 42 page programmed student workbook, supplemental reference material and an evaluation instrument. This packet is designed to create interest and provide the student with basic information about a career in resort ranching. An instructor's guide contains rationale, objectives and suggested additional activities.
Developed by: Richard Richmond

4–8 **SUMMER RECREATION AND CONSERVATION** **T0153**

This seven page unit explores careers relating to summer recreational and conservational activities with emphasis on ecology. The exploration will be done with science experiments, math problems, music, puppet shows, language art activities, art projects, field trips and resource speakers.
Developed by: Ethel Vivoda

MANUFACTURING

GRADE

7–A **REPAIR TRADES** C0423

This program of 4 filmstrips, 4 cassettes and teacher's guide focuses on four trades in which employment opportunities are expected to rise in the coming years. Unit titles are: *The Mechanic, Auto Body Repair, Electrical Services,* and *Business Machines.* Narration is interwoven with interviews with men and women on the job who give information on the attitudes, skills and training necessary in each field. Students should then be able to list specialities within the four trades, list the advantages and disadvantages within the trades, identify ways of acquiring training, and identify employment options for these trades.
Publisher: BFA, 1976

4–7 **MAKING TOYS THROUGH TEAMWORK** C0240

See complete entry under *Construction.*

7–12 **ELECTRONICS** C0415

See complete entry under *Communications and Media.*

7–12 **BUSINESS EQUIPMENT REPAIR** C0413

This program includes 6 filmstrips, 3 cassettes, 1 career rating chart and a counselor's key. This series is designed to help students to intelligently choose a career. This series provides perspective and insight for students selecting a career in business equipment repair. This series includes 1 overview filmstrip of the business equipment repair field and 5 filmstrips covering individual business equipment jobs: *Typewriter Repairman, Office Machine Repairman, Electronic Calculator Repairman, Business Systems Repairman, and Reproduction Equipment Repairman.* Sources for additional information are also included.
Publisher: Acoustifone

9–A **INTRODUCTION TO MANUFACTURING CAREERS** C0099

This unit of text/activity manual and teacher's guide introduces students to manufacturing industries and processes. Students design and engineer an actual product; produce, test, and refine their product; and sell it to the student body. They also use the accounting process to determine profit and loss. A school shop is not necessary for this program.
Publisher: McKnight, 1975

7–12 **REPAIR AND MAINTENANCE** C0414

This program contains 6 filmstrips, 3 cassettes, 1 career rating chart, and a counselor's key. This series is designed to help students to intelligently choose a career. This series provides perspective and insight for students selecting a career in repair and maintenance. This series includes 1 overview filmstrip of the repair and maintenance field and 5 filmstrips covering individual repair and maintenance jobs: *Major Appliance Repairman, Heating and Air Conditioning Serviceman, Building Maintenance Man, Small Engine Repairman,* and *Motorcycle Repairman.* Sources for additional information are also included.
Publisher: Acoustifone

5–12 **CAREER DISCOVERIES: PEOPLE WHO MAKE THINGS** C0076

See complete entry under *Multi-Cluster.*

K–4 **OFF WE GO TO THE BIKE FACTORY** C0064

This kit of 1 filmstrip, 1 cassette, and teacher's guide/reading script introduces children to mass production. It helps children: understand that products and services result from the work people do; to be aware of the number and variety of kinds of work necessary to produce a product or render a service; to understand that there is a relationship between jobs – that jobs are interdependent; and to begin to realize the relationship between a person's interests, values, abilities, attitudes, hobbies, and job choices.
Publisher: Guidance Associates, 1974

7–A **PEOPLE WHO WORK IN MANUFACTURING** C0512

This 17 minute, 16mm color film provides information about a growing field and helps viewers realize that many different specialties and jobs are needed to make a modern technological item. Through documentary footage the film creates the atmosphere of a sophisticated electronics factory, yet it applies to many kinds of manufacturing. Key personnel reflect upon the way they entered their positions and the rewards and problems they meet each day.
Publisher: BFA Educational Media, 1975

MANUFACTURING

GRADE

11–12 **FOREST PRODUCTS OCCUPATIONAL CLUSTER GUIDE** X0003

This 197 page curriculum guide helps educators establish a forest products cluster curriculum to prepare students for entry-level employment or for post-high school training. Information and data assist in the identification of career goals for local communities. A suggested model curriculum, program objectives, and areas of related knowledge and skills are identified and described. Student performance objectives and instructional strategies are provided for the occupational specialty courses. A directory of resources, a list of hazardous occupations, and tools and equipment needs are included.
Publisher: Oregon Board of Education, 1972

11–12 **ELECTRICITY-ELECTRONICS OCCUPATIONAL CLUSTER GUIDE** X0004

This 141 page curriculum guide helps educators establish an electricity-electronics occupational cluster curriculum to prepare students for entry-level employment or for post-high school training. Information and data assist in the identification of career goals for local communities. A suggested model curriculum, program objectives, learning experiences, and areas of related knowledge and skills are identified and described. Student performance objectives and instructional strategies are provided for the occupational specialty courses. An accident prevention program and equipment and facility lists are included.
Publisher: Oregon Board of Education, 1969

10–A **MANUFACTURING** C0590

This unit contains a 336 page text, a 192 page laboratory manual, and an instructors guide/answer key. The text covers the entire range of the manufacturing industry and is designed to help students learn the material processing techniques common to manufacturing, the management of these activities, and the application of this knowledge in a realistic setting – the student-operated manufacturing enterprise. Career information and career opportunities are provided for the manufacturing trades and related jobs. The laboratory manual contains suggested activities, numerous exercises, and many types of forms suitable for use with the various activities.
Publisher: The Goodheart-Willcox Co., Inc., 1976

MARINE SCIENCE

GRADE

K–4 **OFF WE GO TO THE AQUARIUM** **C0472**

A part of the CAREER AWARENESS FIELD TRIPS SERIES, this unit contains 1 filmstrip, 1 cassette, and 1 teacher's guide/filmstrip script. This audiovisual field trip helps students see the relationship of personality, interests, and hobbies to eventual job choices and understand the interdependent nature of jobs. Albert and his pet guppy tour an aquarium to meet the staff biologist, the diver, and the other people who care for the sea life. Viewers discover the workers' job duties and the reasons they enjoy their work. Related activities are included.
Publisher: Guidance Associates, 1973

7–A **CAREERS IN MARINE INDUSTRIES AND SCIENCES** **C0505**

A part of the CAREERS programs, this unit contains 2 filmstrips, 2 cassettes, 1 teacher's manual/filmstrip scripts. The presentation provides a comprehensive view of the many marine occupations. Commercial fishermen, sea farmers, divers, oceanographers, boatbuilders, and marina operators are some of the career possibilities. Interviews focus on the job duties, the working conditions and work location, and the personal and educational qualifications needed for the various careers. The teacher's manual includes activities and information resources.
Publisher: Pathescope Educational Media, Inc. and The Associated Press, 1977

4–A **OCEANOGRAPHY: THE ROLE OF PEOPLE IN OCEAN SCIENCES** **C0513**

In this 18 3/4 minute 16mm color film viewers see a group of oceanographers learning to study the sea. Researchers use simple tools to carry out important investigations that could not have been done using sensing equipment alone. In recent years the study of the sea has become so sophisticated that many students find difficulty in identifying with the science, yet personal investigation is essential to gather information for a more complete understanding of life in the ocean.
Publisher: BFA Educational Media, 1976

13–A **NATURAL RESOURCES TECHNOLOGIES** **X0036**

See complete entry under *Agri-Business and Natural Resources.*

9–12 **CAREER EDUCATION IN THE ENVIRONMENT** **X0001**

See complete entry under *Environmental Control.*

7–A **YOUR FUTURE IN OCEANOGRAPHY** **C0358**

This 143 page book acquaints the reader with the careers and the businesses of oceanography. The studies of the different types of oceanographers and the accomplishments of marine engineering are described. The 3 categories of oceanographic organizations (science, research, and education; government; and private) and the future of oceanography are discussed. Educational requirements and salaries are noted. The appendices contain listings of selected private firms, international oceanographic organizations, and U.S. professional and trade associations.
Publisher: Arco Publishing Company, Inc. 1971
Distributor: Perma-Bound Hertzberg New Method, Inc.

MARKETING AND DISTRIBUTION

GRADE

8–12 **WRITING CAREERS IN ADVERTISING** C0299

See complete entry under *Communications and Media.*

8–12 **CAREER EXPLORATION: A WORKING COUPLE** C0404

See complete entry under *Guidance.*

4–7 **MAKING TOYS THROUGH TEAMWORK** C0240

See complete entry under *Construction.*

7–9 **LIFE IN A SPORTING GOODS STORE** T0135

This 6 page unit introduces students to a career in sports in a role other than one as a participant. Throughout the unit the student becomes aware of sports as financially and personally rewarding. Four activities are provided in addition to guidelines for student evaluation.
Developed by: L. Neilson, R. Samuels, C. Crockett, J. Hunter

6–12 **LET'S SELL** T0158

This 9 page unit is directed toward selling and includes a list of the various occupations in which mastering the technique of persuasion is a prime factor in determining job success. Activities are correlated to four major areas: retail sales, wholesale sales, insurance sales, and real estate sales. This unit is directed toward language arts classes.
Developed by: Peggy McCarthy

10–12 **EXPLORING CAREER OPPORTUNITIES IN MARKETING AND DISTRIBUTION** T0243

This 15 page unit is intended to help students become aware of various careers existing in the small community of La Junta, Colorado. Included with suggested activities is an 8 page job profile section. Using this profile in an interview the student becomes acquainted with various careers. This unit refers to a specific community. This careerpac was the first step in planning a marketing and distribution resource file.
Developed by: Don Earls

1–3 **THE SERVICE STATION** C0242

This 51 page notebook contains text, teacher's guide, duplicable student materials, and evaluation guides. In this unit students examine the occupations, goods and services available in a service station. Students learn skills such as map reading and filling out checks and credit card receipts. Students also construct a model station and use role-playing as customers and attendants to learn about the total scope of the service station.
Developed by: Ohio State University, Center for Vocational Education, 1974

6–12 **JERRY WORKS IN A SERVICE STATION** C0132

This 60 page booklet lets students experience a realistic job situation as they identify with Jerry, a high school graduate. There are exercises on the vocational content and language arts skills following each of the book's 8 chapters. This book was developed for special need students at the secondary level. The reading level is 2.2 (Spache) and will be of interest to students of the upper elementary level.
Publisher: Fearon Publishers

7–12 **YOUR FUTURE IN YOUR OWN BUSINESS** C0343

This 186 page book is designed to inform the reader about the many facets of starting and operating his own business. It describes the pros and cons, the outlook for new businesses, management skills and money, business disasters, personal abilities, educational background, and self examination, partners, franchise programs, employees, loans and many more topics that should be considered when starting a business.
Distributor: Perma-Bound

7–9 **CAREER EXPLORATION IN MARKETING AND DISTRIBUTION** C0579

The 16 units in this guide form 2 curricula to serve the goals of career development and marketing and distribution occupational exploration. Each unit contains the 2 foci in varying proportions. The units in the 8-week overview sequence may be infused into the regular curricula and stress developing career decision-making skills and exploring the principles and occupations. The in-depth units in the semester-sequence may be taught as a discrete course and emphasize developing career plans; understanding the principles, processes, industries, functions, and occupations; and acquiring skills. Each unit contains student materials and a comprehensive teacher's guide.
Publisher: U.S. Government Printing Office, 1975

MARKETING AND DISTRIBUTION

GRADE

K–4 **THE STORY OF MILK** C0045

See complete entry under *Agri-Business and Natural Resources.*

7–A **EXPLORING CAREERS IN MARKETING AND DISTRIBUTION** X0019

This 222 page curriculum guide provides information to increase students' knowledge of marketing and distribution functions and provides guidelines for teachers to help students explore cluster occupations. Designed primarily for middle/junior high levels, this guide may be used as resource material for a mini-course or to integrate career exploration activities into the existing curriculum. Units are developed around student performance objectives and include a comprehensive format. The guide may also serve as an aid in high schools and a variety of agency settings.
Developed by: Curriculum Development Center, Univ. of Kentucky, 1974

11–12 **MARKETING OCCUPATIONAL CLUSTER GUIDE** X0291

This 163 page curriculum guide helps educators establish a marketing cluster curriculum to prepare students for entry-level employment or for post-high school training. Information and data assist in the identification of career goals for local communities. A suggested model curriculum, program objectives and areas of related knowledge and skills are identified and described. Student performance objectives and instructional strategies are outlined for the occupational specialty courses. Job information, equipment and facilities lists, and a bibliography are included.
Publisher: Oregon Board of Education, 1970

9–A **RETAIL SALESCLERK – YARDGOODS** C0466

This 32 page booklet, written for reading levels 5-6, is a part of the ACCENT ON JOBS AND JOB MODELS program. The duties and work experiences of a retail salesclerk selling yardgoods are described. Exercises that require the application of the information given in the text are included in this 5-part booklet.
Publisher: Follett Educational Corporation, 1967

6–9 **EXPLORING WHOLESALING AND RETAILING CAREERS** C0562

This 154 page text-workbook provides information and exploratory experiences to increase students' awareness and understanding of wholesaling and retailing careers. Various jobs, preparation and skill requirements, job settings, and future opportunities are discussed. Career stories and case studies describe the workers' activities, and tryout experiences enable students to perform work tasks for selected jobs in this career family.
Publisher: South-Western Publishing Co., 1976

MULTI-CLUSTER

GRADE

7–12 **MODULAR EXPLORATION OF TECHNOLOGY SERIES (MET)** **C0113**

This program consists of 5 books which break down the field of modern technology into 4 areas. *Careers: An Overview* helps the student evaluate himself, various job opportunities, and future goals in order to make a wise career choice. *Construction: Industry and Careers* gives an overview of the industry that builds its projects where they are to be used. *Manufacturing* describes how companies are organized, managed, how they secure money to operate, and how they produce and sell their products. *Energy & Transportation* gives an overview of the industries that locate, extract, and process various kinds of energy. Transportation is considered a direct application of energy to movement of goods and people. *Communication* presents a survey of electronics, graphic arts, and drafting as means of communication.
Publisher: Prentice-Hall, 1976

7–A **YOUR FUTURE IN HOSPITAL WORK** **C0344**

This 124 page book is designed to inform the reader about the many careers in hospitals. The following careers are described: business office, kitchen food service, ambulance service, housekeeping, laundry, medical records, x-ray and laboratory, inhalation therapy, occupational and physical therapy, nursing service, maintenance and guards, dental assistant, electronic technicians, public relation assistant and home health aide. Each career is described, briefly stating the personal requirements recommended, education needed, opportunities, disadvantages, and salary.
Distributor: Perma-Bound

1–6 **CHILDREN'S DICTIONARY OF OCCUPATIONS** **C0370**

This unit includes one 105 page dictionary with teacher's guide and 1 activity book which includes 16 activity sheets and guidelines for teachers. The dictionary is designed to perform several important functions such as: provides a classroom resource that works with individuals as well as small groups, helps to teach reading and dictionary skills in an interesting and unusual way, and exposes young people to the world of work in an easy and fun manner. The activity sheets are designed for use with the dictionary as individualized exercises in career awareness. They are also constructed to help students to begin to look at jobs in terms of personality and ability characteristics usually associated with people in certain occupations.
Publisher: Career Futures, Inc., 1974

5–12 **PEOPLE WHO SERVE: CAREERS SERIES** **C0446**

This program consists of 10 super 8 silent film loops, and 1 teacher's guide. This series provides opportunities for students to learn about a variety of careers that are service related. Each film loop reveals the unique skills necessary for a particular job, the working conditions of the job, and the interactions of the worker with other people. Particular emphasis has been placed on this interaction and on revealing the worker's interests and his attitudes related to the job. Each film loop provides a set of data which will help the viewer evaluate the career in terms of his/her own interests and abilities. Film loop titles are: *Electronic Repair Service, Ambulance Paramedic, Veterinarian, Tow Truck Operator, Lock and Key Service, Dance Instructor, Air Pollution Control Service, Landscaper, Auto Body and Paint Service,* and *Machine Repair Service.*
Publisher: BFA

7–10 **DISCOVERY** **C0139**

This unit contains 8 filmstrips, 8 cassettes, 1 student *Career Log,* and 1 teaching guide/filmstrip scripts. This program presents career possibilities and helps students discover and understand their interests, personalities, and goals. Students meet 49 workers; learn about the career fields, job skill requirements, duties, and workers' goals; and engage in self-assessments and other activities. Filmstrip titles are *Thinking About Personalities, Thinking About Work, Why People Work, Thinking About Goals, Looking At Career Fields, On The Road And In The Plant, Other Career Fields,* and *More Career Fields.*
Publisher: Scholastic Book Services, 1973

8–A **SELECTING A CAREER** **C0322**

This unit contains 2 filmstrips, 6 cassettes, and 1 teacher's guide/filmstrip scripts. The job market, trade schools, and vocational programs for noncollege bound students are introduced. The filmstrip program surveys the work areas, describes job-seeking skills, and helps students analyze their strengths. Taped cassette interviews with workers provide an inside view of each field. Tape cassette titles are *Automobile Repair, Truck Driver; Electrician, Plumber; Television Repair, Refrigeration Repair; Carpenter, Bricklayer;* and *Beautician, Clerk-Typist.* Follow-up activities are included.
Publisher: Educational Dimensions Group, a division of Ed. Dimensions Corp., 1976

MULTI-CLUSTER

GRADE

1–4 **CAREER AWARENESS** C0487

This unit contains 4 filmstrips, 4 cassettes, and 4 teacher's guides/filmstrip scripts. Students explore the job duties, knowledge, and abilities required for professional, semiprofessional, and manual work in various occupations. Viewers learn that products and services result from a variety of interrelated jobs. Filmstrip titles are *School Workers, Susan Goes to the Hospital, Building a Building,* and *A Visit to the Airport.* The teacher's guide includes related activities.
Publisher: Educational Activities, Inc., 1973

1–4 **CAREER AWARENESS SERIES – II** C0488

This unit contains 4 filmstrips, 4 cassettes, and 4 teacher's guides/filmstrip scripts. Students explore the specific job duties for professional, semiprofessional, and manual work in various occupations. Viewers learn that products and services result from a variety of interrelated jobs. Filmstrip titles are *Gary Gets a Bankbook, The Department Store Story, At Home in a Hotel,* and *The Newspaper Goes to Press.* The teacher's guide includes related activities.
Publisher: Educational Activities, Inc., 1974

4–7 **CAREER AWARENESS PART III** C0489

This unit contains 4 filmstrips, 4 cassettes, and 4 teacher's guides/filmstrip scripts. Students explore the specific job duties and educational requirements for professional, semiprofessional, and manual work in various occupations. Viewers learn that products and services result from a variety of interrelated jobs. Filmstrip titles are *Farm and Field, People Behind the Product, Inside Insurance,* and *Focus on Food.* The teacher's guide includes related activities and sources for further information.
Publisher: Educational Activities, Inc., 1976

7–A **FASCINATING WORLD OF WORK CAREER AWARENESS SERIES, VOLUME IV** C0198

This unit contains 6 filmstrips, 6 cassettes, 6 teacher's guides/filmstrip scripts, and 1 *Life Style Evaluation Form.* By developing occupational and self-awareness and explaining the relationship of each career to an individual's projected life style, this program helps students make tentative career choices. Filmstrip titles are *Bankers, Plumbers, Photographers, Lab Technology, Commercial Pilots,* and *Hair Stylists/Barbers.* The teacher's guide includes activity and discussion ideas.
Publisher: National Career Consultants, Inc., 1977

7–A **FASCINATING WORLD OF WORK CAREER AWARENESS SERIES, VOLUME V** C0199

This unit contains 6 filmstrips, 6 cassettes, 6 teacher's guides/filmstrip scripts, and 1 *Life Style Evaluation Form.* By developing occupational and self-awareness and explaining the relationship of each career to an individual's projected life style, this program helps students make tentative career choices. Filmstrip titles are *Carpenters, Social Workers, Commercial Artists, Printers, Veterinarians,* and *Airline Flight Attendants.* The teacher's guide includes activity and discussion ideas.
Publisher: National Career Consultants, Inc., 1977

1–4 **MY CAREER WORKBOOK** C0371

This 40 page workbook acquaints youngsters with the world of work in an easy, fun and worthwhile manner. Students learn about various jobs by completing the activities. The tasks include a career maze, a career alphabet, connect-the-dots, matching objects, and coloring activities.
Publisher: Career Futures Inc., 1974

10–A **JOB IDEAS FOR TODAY'S WOMAN** C0552

This 224 page book guides women through the process of job hunting and includes relevant information for over 1,000 jobs. Each job description presents the personal, material, and educational requirements; the working hours; the earnings; and the way to get started in the area. Other suggestions include ways for women to further their education; to get into volunteer work; and to find agencies specializing in placing women, employers for women over 55, and sources for further information.
Publisher: Prentice-Hall Inc., 1974

10–A **NON-TRADITIONAL CAREERS FOR WOMEN** C0452

This 224 page book presents information on more than 500 non-traditional occupations to help women make career choices. The preparation, job duties, places of employment, job advantages and disadvantages, supply and demand for workers, professional associations and unions, and the opportunities for promotion are discussed. Sources for further information are included.
Publisher: Julian Messner, a Division of Simon & Schuster, Inc., 1975

MULTI-CLUSTER

GRADE

1–3 **CDCP LEVEL 2: EXPLORING INTERESTS IN WORK AND PLAY** **C0201**

The unit includes 4 filmstrips with corresponding cassette narration, 18 story study prints, 1 card game, 2 masters that may be copied, and 1 teacher's guide. The unit is designed to develop children's awareness that work activities provide a means by which personal interests are expressed. It shows that there are many different kinds of work which children are familiar with – work at school, work at home, volunteer work done by parents, and, of course, the occupation of their parents. The concept of an occupation is introduced and expanded to illustrate how an occupation is different from other forms of work.
Publisher: McKnight

K–4 **WHERE AND HOW PEOPLE WORK** **C0169**

The unit includes 4 filmstrips, 4 cassettes and 1 teacher's guide. The unit shows that it takes a great many types of workers, skills, and equipment to keep our society running smoothly. After providing understandings of distance, transportation, and communication, this series introduces the basic primary concepts of economic interdependence and how goods flow from producer to consumer. Communication and transportation are seen in this series as two-way streets, and the importance of cooperation between skills is emphasized with the concept of "teams" of producers, processors, manufacturers, distributors, and consumers.
Publisher: BFA

Pre–3 **COMMUNITY WORKERS AND HELPERS** **C0084**

This kit contains 15 posters and corresponding information sheets. Each depicts a person working in an occupation. The information sheet tells that person's duties, responsibilities, and how he/she contributes to the community. The workers shown are a milkman, visiting nurse, policeman, fire fighter, meteorologist, school doctor, teacher, farmer, sanitation worker, surveyor, cafeteria cook, mailman, hospital volunteers, forest ranger and librarian.
Publisher: Instructo Products

K–3 **SKILLS AT WORK: UNIT I** **C0123**

This career awareness unit contains 4 filmstrips, 4 cassettes, 1 set of spirit masters, 1 letter, and 1 teacher's guide/filmstrip scripts. Students see the diversity of work and the relation between their lives and the adult world of work. Each filmstrip focuses on a specific occupation stressing the skills workers need. The workers represent a variety of ages, socioeconomic and educational levels. Filmstrip titles are *A Farmer, A Plumber, A Police Officer,* and *A Secretary*. The teacher's guide includes related activities.
Publisher: Teaching Resources Corportion, 1977

K–3 **SKILLS AT WORK: UNIT 2** **C0124**

This career awareness unit contains 4 filmstrips, 4 cassettes, 1 set of spirit masters, 1 letter, and 1 teacher's guide/filmstrip scripts. Students see the diversity of work and the relation between their lives and the adult world of work. Each filmstrip focuses on a specific occupation stressing the skills workers need. The workers represent a variety of ages, socioeconomic and educational levels. Filmstrip titles are *A Carpenter, A Homemaker, A Newspaper Reporter,* and *A Toymaker.* The teacher's guide includes related activities.
Publisher: Teaching Resources Corporation, 1977

K–3 **SKILLS AT WORK: UNIT 3** **C0125**

This career awareness unit contains 4 filmstrips, 4 cassettes, 1 set of spirit masters, 1 letter, and 1 teacher's guide/filmstrip scripts. Students see the diversity of work and the relation between their lives and the adult world of work. Each filmstrip focuses on a specific occupation stressing the skills workers need. The workers represent a variety of ages, socioeconomic and educational levels. Filmstrip titles are *A Firefighter, A Laboratory Technician, A Supermarket Worker,* and *A Teacher*. The teacher's guide includes related activities.
Publisher: Teaching Resources Corporation, 1977

K–3 **SKILLS AT WORK: UNIT 4** **C0126**

This career awareness unit contains 4 filmstrips, 4 cassettes, 1 set of spirit masters, 1 letter, and 1 teacher's guide/filmstrip scripts. Students see the diversity of work and the relation between their lives and the adult world of work. Each filmstrip focuses on a specific occupation stressing the skills workers need. The workers represent a variety of ages, socioeconomic and educational levels. Filmstrip titles are *A Clothing Manufacturer, A Mechanic, A Nurse,* and *A Pilot*. The teacher's guide includes related activities.
Publisher: Teaching Resources Corporation, 1977

MULTI-CLUSTER

GRADE

K–3 **JOBS AND THE COMMUNITY** **C0400**

This series includes 6 filmstrips, 6 cassettes and a discussion guide. This program is a primer of occupations for young children being introduced to the world of work for the first time. The program describes that many people in the community earn a living making the lives of people more pleasant. Students will become familiar with the community workers who provide food, entertainment, goods and services.
Publisher: Coronet, 1976

K–3 **JOBS AT HOME AND SCHOOL** **C0399**

This program includes 6 filmstrips, 6 cassettes, and a discussion guide. This series is a primer of occupations for young children being introduced to the world of work for the first time. Specifically this program introduces children to some of the careers related to familiar objects at home and at school. Students will become familiar with workers who come to their houses to deliver goods and provide services and those workers who keep their school running smoothly.
Publisher: Coronet, 1976

K–3 **JOBS AND PEOPLE** **C0401**

This program includes 6 filmstrips, 6 cassettes and a discussion guide. The program focuses on people and how they function in a wide variety of jobs. This program is designed to help students associate the cost of things with the money workers earn, to identify people who earn a living selling things and services, and to become aware of all the people who work to help produce goods. Students will become aware that all jobs have one thing in common – each job is an individual as the worker.
Publisher: Coronet, 1976

K–2 **SCHOOL HELPERS** **T0257**

This 8 page unit introduces primary school children to the different occupations found in a school. The five positions studied are: principal, secretary, nurse, librarian and custodian. Activities are correlated to each career position.
Developed by: Mona Coupal

1 **REAL PEOPLE AT WORK, GRADE 1** **C0142**

The unit includes 30 posters, 30 activity sheets, one bulletin board display, 8 spirit masters, teacher's guide, and one "Handy Helper" badge. The unit is designed to help a student acquire a background for learning to work, to produce profitably, to enjoy work thoroughly and to appreciate the opportunities that a free society provides. It is intended to blend career development with other instructional areas so that each child acquires skill and knowledge that will help achieve balance in the work, home and socio-civic phases of life. Also, the resource unit is designed to reinforce task-performance habits and child-parent-teacher communication.
Publisher: Changing Times Education Service

5–9 **PEOPLE WHO INFLUENCE OTHERS, CAREER DISCOVERIES** **C0388**

This program includes 4 filmstrips, 4 cassettes and a teacher's guide. This unit is designed to give students insight into why people enjoy specific types of work. This program introduces a model and cosmetics demonstrator who talks about selling products she believes in; an advertising executive who is working on her public service campaign for a city zoo; a county agent who invites students to a dairy farm where he helps farmers improve their farming methods. The program emphasizes qualities of gregariousness, self-confidence, sensitivity, empathy, and leadership.
Publisher: Guidance Associates, 1973

3–8 **JOB LAB 1** **C0608**

This unit contains 250 job cards, 1 contents card, 15 cluster booklets, 1 glossary booklet, and 1 teacher's guide. Designed to be read and used by students, these materials bring the world of work to life and enable them to experiment independently with occupational tasks. The alphabetized job cards present the duties, working conditions, and worker qualifications for 250 careers. The cluster booklets contain occupational information and activities. Strategies for integrating career development concepts into academic studies are included.
Publisher: Time Share – A Houghton Mifflin Company, 1976

8–A **JOB LAB 2** **C0609**

This unit contains 635 job cards, 15 industry cards, 1 DOT card, and 1 user's guide. Students may use these cards to investigate the crucial aspects of a wide range of jobs to gain the occupational knowledge essential for sound career choices. Fifteen cards deal with a particular industry outlining the kinds of workers needed and the ways the different jobs relate to one another. Each of the 635 job cards contains the duties, working conditions, worker qualifications, earnings/advancement, outlook, related careers, and sources of additional information.
Publisher: Time Share – A Houghton Mifflin Company, 1976

MULTI-CLUSTER

GRADE

K–9 **OCCUPATION PHOTOGRAPHS** C0711

This unit contains 16 black-and-white photographs, which show female and male workers engaged in 8 different occupations, and 2 composite illustrations. The multiethnic photographs include the following occupations: waiter/waitress, telephone workers, auto mechanics, truck drivers, plumbers, mail carriers, hair stylists, and carpenters. This series is designed to promote career awareness and language development.
Publisher: Developmental Learning Materials, 1976

1–6 **CAREER ASSOCIATION CARDS** C0714

This series contains 30 cards, each of which depicts people in 4 different careers, and 1 teaching guide. The object of this series is dual: to describe why one career is not associated with the other three and why the three do belong to the same category. The cards are designed to increase career awareness and provide practice in comparing subtle likenesses and differences. In this set a variety of occupational categories are illustrated: food service, professional sports, the arts and entertainment, crafts, labor, civil service, and construction.
Publisher: Developmental Learning Materials, 1976

1–6 **CAREER ENVIRONMENT CARDS** C0718

This career awareness series contains 15 cards showing career-associated people, 15 cards picturing familiar career environments, and 1 teaching guide. This series is designed for students to use independently or in small groups. The purpose is to match the career cards to the career environment cards. This series provides stimulus for language development and for making associations.
Publisher: Developmental Learning Materials, 1976

1–6 **FAMILIAR SOUNDS – CAREERS** C0715

This program contains 50 black-and-white occupationally illustrated cards, 1 cassette tape, and 1 teaching guide. This program is designed to help students develop career awareness as it reinforces auditory-visual association. The cassette tape presents 50 sounds associated with 10 career areas: cosmetology, carpentry, law enforcement, food services, auto mechanics, health, recreation, aviation, performing arts, and communications. As the student hears a sound on the cassette recorder, he/she selects the corresponding picture card that it is associated with. Additional adaptations are stated in the teaching guide.
Publisher: Developmental Learning Materials, 1978

K–6 **OCCUPATIONS MATCH-UPS** C0716

This game contains 12 large occupation cards, each with a picture of a specific occupation; 48 small object cards, each with a picture of an object; and 1 teaching guide. The purpose of the game is to have the student match the object cards with the occupation cards. This game is designed to develop readiness skills in language development, matching, discrimination, memory, and career awareness. The following occupations are identified in the game: architect, astronaut, auto mechanic, hair stylist, carpenter, cook, deep sea fisher, farmer, physical therapist, secretary, and waitress.
Publisher: Developmental Learning Materials, 1975

K–6 **CAREER IDENTITY CARDS** C0719

This career awareness series contains 15 cards representing various careers, 15 cards representing objects associated with each occupation, and 1 teaching guide. The program is designed for a student to match the occupation cards with the object cards and to explain why they are a matched pair. This program promotes social awareness, visual perception skill development, matching skills, and a knowledge of careers.
Publisher: Developmental Learning Materials, 1976

7–A **DISTRIBUTIVE CAREER SERIES** C0692

This 5-book series helps students acquire the information and attitudes and develop the skills needed for success in distributive education careers. Adaptable to any geographic or business community, the series can be used for 20 weeks to explore careers or for 40 weeks to develop skills. The series features minimal text, visualized concepts, and activities that require students to think about, do, and discuss the material presented in the text. Each book contains competency goals, motivational factors, and can be used independently or in sequence. The book titles are *Distribution and Distributive Careers, Working in a Store, Working in a Service Industry, Working for a Wholesaler,* and *Working in the Transportation Industry.*
Publisher: Fairchild Publications, Inc., 1972, 1973, 1974

MULTI-CLUSTER

GRADE

K–3 **WORKERS SERIES** **C0284**

The unit includes 8 filmstrips, 4 records and 1 filmstrip guide. This series relates children's lives to the work of adults. It attempts to inform children about their environment and the basic aspects of the world of work. The unit explores the economic community part by part: movers, makers, sellers, fixers, food providers, service-providers and professionals. The filmstrips show real people in real work situations.
Publisher: Coronet Instructional Media, 1972

7–12 **SELECTING A VOCATION** **C0282**

The unit includes 8 filmstrips, 4 records and 1 filmstrip guide. The unit explains the numerous and wide fields of endeavor available to career seekers. It points out the necessity for persons to know themselves in order to discover what they would be happy doing for a career. The filmstrips are on-the-job interviews which show people speaking about their satisfactions as well as their frustrations regarding individual careers. Titles are: *Evaluating Yourself, Evaluating Jobs, Skilled and Semi-Skilled Occupations, Clerical Occupations, Service Occupations, Sales Occupations, Business Occupations,* and *Professional and Technical Occupations.*
Publisher: Coronet Instructional Media, 1974

7–12 **BLACK AMERICANS AT WORK** **C0283**

This program consists of 6 filmstrips, 3 records, and a teacher's guide. This series describes six black Americans and what their work means to them. The name of the title of each filmstrip is that of a real person, and the voice in the filmstrip is that person's voice. Individuals talk about their work, family, community, background, and what it means to them to be black. The program discusses the inevitable frustrations of a black person in a white society.
Publisher: Coronet, 1970

K–3 **JOBS AND SERVICES** **C0448**

This program consists of 6 filmstrips, 6 cassettes, and 1 teacher's guide. This series is designed to introduce students to people who work for the government, public utilities, communications, and law enforcement. These workers provide services that make lives pleasant and improve communities. Filmstrip titles are: *Making Our Laws Work, The Chimney Smoke, Some Things on the Highway, Get the News* and *Did You Get the Message?*
Publisher: Coronet, 1976

5–12 **PEOPLE WHO SELL: CAREERS SERIES** **C0444**

This program consists of 10 super 8 silent film loops and a teacher's guide. This series of film loops provides opportunities for students to learn about a variety of careers that focus on sales. Each film loop reveals the unique skills necessary for a particular job, the working conditions for this career, and the interactions of the workers with other people. Particular emphasis has been placed on this interaction of the worker's interests and attitudes related to her/his career. Each film loop provides a set of data which will help the viewer evaluate the career in terms of his/her own interests and abilities. Film loop titles are: *Grocer, Pharmacist, Optician, Plant Store Salesperson, Art Supply Salesperson, Paint and Wallpaper Salesperson, Hobby and Toy Salesperson, Yardage Salesperson, Camera Store Salesperson,* and *Aquarium Salesperson.*
Publisher: BFA

5–12 **PEOPLE WHO MAKE THINGS: CAREERS SERIES** **C0445**

This program consists of 10 super 8 silent film loops and a teacher's guide. This series provides opportunities for students to learn about a variety of careers that are product-related. Each film loop reveals the unique skills necessary for a particular job, the working conditions of the job, and the interactions of the worker with other people. Particular emphasis has been placed on this interaction and on revealing the worker's interests and his/her attitudes related to the job. Each film loop also provides a set of data which will help the viewer evaluate the career in terms of his/her own interests and abilities. Film loop titles are: *Machinist, Baker, Carpenter, Ironworker, Ceramist, Tailor, Bricklayer, Upholsterer, Framemaker,* and *Plastics Worker.*
Publisher: BFA

5–12 **CAREER DISCOVERIES: PEOPLE WHO MAKE THINGS** **C0076**

These 4 filmstrips, 4 cassettes and teacher's guide/reading script were developed for use during the transition period from career awareness to the stage of tentative career exploration, *not* career decision. People who like working with their hands, using tools, and who enjoy the satisfaction of making something useful and good looking often find careers in many of the job clusters. People interviewed are an aircraft assembler, a chef, a model builder, a carpenter, a guitar craftsman, a lens grinder, and an inventor.
Publisher: Guidance Associates, 1973

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GRADE

7–12 **JOB OPPORTUNITIES NOW, GROUP I** **C0056**

This kit of two filmstrips, corresponding cassette narration, and 2 teacher's guides/reading scripts is part of a series designed to motivate students to establish realistic educational and career goals. To meet the special needs of students with learning disabilities, emphasis is placed throughout the series on skills, attitudes, and education required for jobs at non-professional levels. *Job Opportunities in Department Stores* and *Job Opportunities in a Supermarket* describe the many varied careers available in all divisions of each business.
Publisher: Singer/Society for Visual Education, 1970

7–12 **CAREERS AND LIFESTYLES** **C0077**

This 2 part program contains 8 filmstrips, 8 cassettes, and 4 teacher's guides/reading scripts. The program was designed to illustrate to students what information, values, interests, and attitudes are important as the basis for career decisions. It also emphasizes the concept that careers are dynamic, moving parts of a person's lifestyle. Those interviewed are: a part time farmer, a production worker, an entrepreneur, a surgeon, a neighborhood center director, an independent carpenter, a firefighter, and a corporate executive.
Publisher: Guidance Associates, 1974

2–6 **TARGO, THE JOB EXPLORER** **C0042**

This kit of two filmstrips, corresponding cassette narration, and two teacher's guides/reading scripts is part of a series that presents Targo, who can watch anyone, anytime, anywhere, and in this way, he can study jobs. During his exploration, he realizes that he needs special skills for special jobs; and that some jobs in different parts of the community are related because they are alike in the skills required and the tasks done. A cook in the home, a cook at school, and a cook in a restaurant have related jobs, even though they work in different "businesses."
Titles in the kit are: *Targo, Job Explorer* and *Who's Cooking, Targo?*
Publisher: Singer/SVE, 1974

3–7 **CAREERS THAT HELP PEOPLE, II** **C0013**

This program of four filmstrips and two cassettes with a 6 page teacher's guide describes careers that are found in private business: real estate broker; chef; customer representative in a bank; and other occupations in merchandising, sales and office work. The purpose of the program is to help students develop an understanding of general community needs and to realize that anybody who does anything useful is a community helper.
Publisher: Learning Tree Filmstrips

2–7 **SO MANY JOBS TO THINK ABOUT, SET I** **C0016**

This set of four filmstrips and four cassettes describe four different occupations: *Veterinarian, Plant Nursery Salesperson, Auto Mechanic,* and *Construction Supervisor.* By showing people at work, students are introduced to different occupations and their corresponding job responsibilities.
Publisher: Learning Resources Co., 1974

K–6 **COMMUNITY WORKERS AND HELPERS, GROUP 3** **C0054**

The two filmstrips, corresponding cassette narration, two teacher's guides/reading scripts are part of a three group series that was designed to help students appreciate groups of workers and the services they do that benefit the community and to become aware of certain job clusters and vocations that might be career possibilities for them one day. Titles are: *People Who Work With Animals* and *People Who Make Things.*
Publisher: Family Films, 1975
Distributor: Singer/Society For Visual Education

7–A **OCCUPATIONAL ORIENTATION: AN INTRODUCTION TO THE WORLD OF WORK** **X0050**

This 452 career exploration curriculum guide provides world of work information to help students make wise career choices. Each of the 17 units provides pertinent background information followed by review questions and suggested activities. Present-day working conditions, self-knowledge, career preparation and selection, 8 occupational areas of exploration, employability and occupational skills, and career advancement are some of the topics discussed.
Publisher: Mississippi State University Research and Curriculum Unit, 1973

2–5 **CAREERS IN COMPUTERS** **C0351**

This 32 page book introduces young readers to the world of computers and describes the way computers are made, the things they do, and 14 careers in the computer industry. The different skills needed for each career and the feelings of personal satisfaction and self-worth that come from a job well done are emphasized. Full-page color photographs showing actual work situations accompany the easy-to-read text.
Publisher: Lerner Publications Company, 1973
Distributor: E. M. Hale

MULTI-CLUSTER

GRADE		
1–4	**REAL PEOPLE AT WORK – SERIES A** See complete entry under *Language Arts.*	**C0189**
1–4	**REAL PEOPLE AT WORK – SERIES B** See complete entry under *Language Arts.*	**C0190**
1–4	**REAL PEOPLE AT WORK – SERIES C** See complete entry under *Language Arts.*	**C0191**
2–5	**REAL PEOPLE AT WORK – SERIES E** See complete entry under *Language Arts.*	**C0192**
2–5	**REAL PEOPLE AT WORK – SERIES F** See complete entry under *Language Arts.*	**C0193**
2–5	**REAL PEOPLE AT WORK – SERIES G** See complete entry under *Language Arts.*	**C0194**
2–6	**REAL PEOPLE AT WORK – SERIES I** See complete entry under *Language Arts.*	**C0195**
2–6	**REAL PEOPLE AT WORK – SERIES J** See complete entry under *Language Arts.*	**C0196**
2–6	**REAL PEOPLE AT WORK – SERIES K** See complete entry under *Language Arts.*	**C0197**
8–12	**WORK/WORKING/WORKER** See complete entry under *Social Studies.*	**C0386**
8–12	**WOMEN AT WORK: CHOICE AND CHALLENGE** See complete entry under *Social Studies.*	**C0392**
2	**CAREER AWARENESS, GRADE 2** See complete entry under *Interdisciplinary.*	**X0070**
3	**CAREER AWARENESS, GRADE 3** See complete entry under *Interdisciplinary.*	**X0063**
4	**CAREER AWARENESS, GRADE 4** See complete entry under *Interdisciplinary.*	**X0064**
5	**CAREER AWARENESS, GRADE 5** See complete entry under *Interdisciplinary.*	**X0069**
6	**CAREER AWARENESS, GRADE 6** See complete entry under *Interdisciplinary.*	**X0065**
11–12	**INDUSTRIAL MECHANICS OCCUPATIONAL CLUSTER GUIDE** See complete entry under *Transportation.*	**X0287**

MULTI-CLUSTER

GRADE

6–10 **HELLO, WORLD!** **C0103**

The unit includes 9 career exploration books and 1 program guide. It is designed to help students to begin assessing their own interests and abilities, gain experience in decision making, explore key occupational areas, and develop tentative occupational plans. Also, *Hello, World* helps students develop an awareness of economic and social values and an appreciation of the dignity of work. Each book begins with a collection of quotations by teenagers commenting on the careers under exploration. This is followed by a unit overview, a capsule of general information about the job trends and the variety of jobs within that specific career cluster.
Publisher: Field Educational Publications

K–4 **WHO HELPS US** **C0166**

The two part kit contains 10 filmstrips, 10 cassettes, and one teacher's guide. The series emphasizes the interdependence of people, goods, and services in a community. Some helpers keep us healthy and clean; some protect our lives; others make it easier to get the things we need. In some way, all make our life safer, happier, and healthier. Through specialization of labor, goods and services are offered at a minimum cost and with a maximum of efficiency. The titles are: *The Fire Department, The Police Department, The Supermarket, The Bakery, The Laundry, The Service Station, The Dentist, The Dairy, The Library,* and *The Post Office.*
Publisher: BFA

K–6 **PEOPLE AT WORK, SET 2** **C0018**

This program of four filmstrips, four cassettes and a six page teacher's guide explores a broad range of occupational clusters introducing viewers to numerous workers and job responsibilities within each area. It shows the interrelations among jobs in each cluster and demonstrates the importance of work both to the individual and to the community. Titles are: *At Work in Transportation, At Work in Communications, At Work in Offices and Factories,* and *At Work in Sports and Entertainment.*
Publisher: Learning Resources Co., 1974

7–14 **CAREERS BY THE HUNDRED** **C0127**

These six filmstrips with corresponding cassettes each describe a different occupation. They are part of a 300 unit series, each explaining what an occupation is about, what the worker does, the work environment, the education and training requirements, the job prospects, and what the likely salary range is. The filmstrips have 12 frames and the cassette narration is two minutes long. The same material is available in two other formats, "sound-on-slide" discs for use in 3-M machines #625 or #525, and "Chip & Script" – 35mm slides and accompanying scripts. Titles are: *Auto Mechanic, Catalog Order Clerk, Glazier, Local Truck Driver, Pediatrician,* and *Real Estate Salesman.*
Publisher: T-Cube Corp., 1973

K–6 **BEGINNING CONCEPTS, PEOPLE WHO WORK, UNIT 1** **C0203**

The unit includes 5 filmstrips, 5 cassettes, 5 paper hats, various punch-out finger puppets, and 1 teacher's guide. The unit explores the jobs and lives of five real people: a doctor, a baker, a quilt maker, a park ranger, and a factory manager. It is designed to help children develop self-awareness about their own abilities, interests, likes and dislikes and relate these to the world of work.
Publisher: Scholastic, 1975

K–6 **BEGINNING CONCEPTS, PEOPLE WHO WORK, UNIT 2** **C0204**

The unit includes 5 filmstrips, 5 cassettes, 5 paper hats, teacher's guide and punch-out finger puppets. The unit explores the jobs and lives of five real people – an architect, a photographer, a pet shop owner, a farmer, and a pilot. It is designed to help children develop self-awareness about their own abilities, interests, likes and dislikes and relate these to the world of work.
Publisher: Scholastic

5–9 **PEOPLE WHO WORK IN SCIENCE** **C0387**

This program includes 4 filmstrips, 4 cassettes and a discussion guide. It is designed to give students insight into why people enjoy specific types of work. It stresses the importance of curiosity, inquiry, precision, and devotion that a person must possess for scientific involvement. An ocean-life scientist explains his experimental work with sea lions, whales, and porpoises; a crime-lab technician gives students a tour of police lab facilities, demonstrates her own job in chemical analysis; a recording engineer invites children to sit in on the sound production of a TV commercial.
Publisher: Guidance Associates, 1972

MULTI-CLUSTER

GRADE

2 **REAL PEOPLE AT WORK, GRADE 2** **C0143**

This kit contains 30 booklets, 10 career cluster visuals that illustrate people at work, 10 career cluster/task posters, a bulletin board display, teacher's guide, and 4 spiritmasters. This kit has been designed to make children aware of the many different occupations; to identify those that are appealing; to build respect for work and workers; to acquaint the child with typical tools, equipment and functions of various occupations; and to teach the child to work profitably and to enjoy it. Each of the 30 booklets portrays a real person at work, along with 5 or 6 co-workers. Three second grade reading levels are represented in the 30 titles.
Publisher: Changing Times

6–10 **CAREERS IN FOCUS** **C0079**

This series contains a program guide, 14 student texts, and corresponding worksheet and teacher's guide pamphlets for each. Also included is a filmstrip and cassette that previews the entire series. One unit is titled *Discovering You;* the other 13 units are concerned with occupational clusters. The purpose of the series is to familiarize students with a wide range of career possibilities and to help students understand themselves in terms of their interests, abilities and values. The 13 occupational manuals contain information about over 350 jobs. Students learn about jobs by reading and by doing job related tasks.
Publisher: McGraw-Hall

Pre–3 **MY COMMUNITY – TEACHING PICTURES** **C0090**

This unit contains 12 teaching pictures and corresponding resource sheets. It has been developed to introduce children to all aspects of their community. Shown are the school, post office, police station, fire station, library, supermarket, hospital, drug store, zoo, airport, park, and the beach. The resource sheets give information about each, along with suggested activities, books, records, films and filmstrips of interest.
Publisher: David C. Cook, 1966

K–6 **LEARNING ABOUT CAREERS** **C0086**

The unit includes 20 large pictures and 1 teacher's resource manual. The unit is designed to help give students an awareness of the occupations in the 15 U.S.O.E. Occupational Clusters. It describes the career opportunities that are available and the types of training and skills necessary to obtain the occupations.
Publisher: David C. Cook Publishers, 1974

K–3 **COMMUNITY WORKERS** **C0083**

This set of 23 flannel board figures illustrates many kinds of community workers and classifies them according to the type of service offered. Workers included are: a telephone repairman, road construction worker, general repairman, plumber, carpenter, bricklayer, painter, milkman, breadman, ice-cream man, chef or baker, waitress, cashier, telephone operator, taxi driver and service station operator, bank teller, saleswoman, newspaper boy, trash collector, and barber.
Publisher: Instructo Products

9–12 EMH **CAREER EDUCATION SERIES A** **C0278**

This program contains 5 filmstrips, corresponding cassette narration, and teacher's guide. Designed for secondary EMH students, the program gives a broad overview of jobs. Unit titles are: *Introduction to Careers, Service Jobs, Jobs in Industry, Jobs in Distribution,* and *Career Awareness.*
Publisher: Interpretive Education, 1973

9–12 EMH **CAREER EDUCATION SERIES B** **C0279**

This program contains 5 filmstrips, corresponding cassette narration, and teacher's guide. Designed for secondary EMH students, this is a continuation of a program in career awareness. Unit titles are: *Structural Careers, Benchwork Occupations, Agricultural Jobs, Forestry and Fishing,* and *And Many Others.*
Publisher: Interpretive Education, 1973

7–A **LIVELYHOODS: CAREERS FOR YOUR LIFESTYLE** **C0611**

This unit contains 16 filmstrips, 16 cassettes, and 1 user's guide. The general aspects of each of the USOE occupational clusters and the characteristics of 90 occupations as they relate to individual lifestyles are presented. The filmstrips present a program overview and on-site interviews with workers from each cluster. The occupations demonstrate a wide variety of training and educational backgrounds, working conditions and locations, workers' interests and aptitudes, and levels of job availability. The user's guide contains related information and resources.
Publisher: Time Share – A Houghton Mifflin Company, 1974

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GRADE

8–12 **MAKING IT IN HUMAN SERVICES** **C0355**

This unit includes 2 filmstrips, 2 cassettes and 1 teacher's guide. This unit is designed to show the many career opportunities open in the human services area, which include services for the ill, poor, aged, handicapped and disadvantaged. Services in this area are provided by the government, private groups and organizations, agencies and special projects. The program discusses the great value of volunteers in the human services area.
Distributor: Perma-Bound

12–A **NO EXPERIENCE NECESSARY** **C0350**

This 348 page book is designed to help the female liberal arts graduate find employment. This guide describes in detail hundreds of available jobs in many different fields. Included is information in each field on beginning jobs and where they can lead, comparative salaries, part-time and free-lance opportunities as well as listings of resources that can help find the job you want.
Distributor: Perma-Bound

8–A **CAREERS AFTER HIGH SCHOOL** **C0349**

This 179 page book describes 251 selected jobs for high school graduates. It describes where and how to get the right job after high school, tips on resumes, and interviewing techniques. The jobs described range from sales, clerical, skilled and semi-skilled opportunities to technical and semi-professional apprenticeships, and civil service work. This book was written for the vast majority of high school students whose career plans aren't firm, and who aren't sure what life style is for them.
Distributor: Perma-Bound

7–12 **FASCINATING WORLD OF WORK CAREER AWARENESS SERIES, VOLUME I** **C0405**

This program includes 4 filmstrips, 4 cassettes, 4 teacher's guides and a life style evaluation form. The unit is designed to better prepare all students for the selection of a self-satisfying occupation capable of providing not only livelihood but also success and happiness. Program objectives are: to make students aware of the need for early career planning; to provide students an opportunity to become familiar with many occupations; to make students aware of themselves and their own individually projected life styles; and to explain to the student how each career relates to that projected life style. Filmstrip titles are: *Sales, Mechanics, Accounting,* and *World of Work.*
Publisher: National Career Consultants, Inc., 1973

7–12 **FASCINATING WORLD OF WORK CAREER AWARENESS SERIES, VOLUME II** **C0406**

This program includes 6 filmstrips, 6 cassettes, 6 teacher's guides and a life style evaluation form. This program is designed to better prepare all students for the selection of a self-satisfying occupation capable of providing not only livelihood but also success and happiness. Program objectives are: to provide students an opportunity to become familiar with many occupations; to make students aware of themselves and their own individually projected life styles; and to explain to the student how each career relates to that projected life style. Filmstrip titles are: *Law, Electronics, Law Enforcement, Truck Driving, Secretaries,* and *Retail Fashion Buyers.*
Publisher: National Career Consultants, Inc., 1973

7–12 **FASCINATING WORLD OF WORK CAREER AWARENESS SERIES, VOLUME III** **C0407**

This program includes 6 filmstrips, 6 cassettes, 6 teacher's guides, and a life style evaluation form. The unit is designed to better prepare all students for the selection of a self-satisfying occupation capable of providing not only livelihood but also success and happiness. Program objectives are: to make students aware of the need for early career planning; to provide students an opportunity to become familiar with many occupations; to make students aware of themselves and their own individually projected life styles; and to explain to the student how each career relates to that projected life style. Filmstrip titles are: *Nursing, Writing, Civil Engineering, Education, Computer Programmers,* and *Machinists.*
Publisher: National Career Consultants, Inc., 1973

4–8 **THE JELLY BEAN COMPANY** **C0181**

The two part unit includes 12 filmstrips, 12 cassettes, 100 activity cards, and 2 teacher's guides. The unit is designed around Mr. Fielding, an interesting character who decides to form his own company to distribute jelly beans. His success in the business leads to problems of growth and to a concern for the company's position in the society. The unit helps children to learn 150 occupations related to manufacturing, selling and serving, to begin to classify jobs into clusters, to describe different life styles and relate them to possible careers, to associate workers with services that they perform, to name different ways in which career training can be achieved, and to tell why different jobs are important.
Publisher: BFA

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GRADE

9–12 **OPPORTUNITY** **C0270**

This set contains 8 cassettes, 8 filmstrips, teacher's guide and student career log. This series has been designed to help students become aware of a broad range of occupations open to them and characteristics of each. It helps students become aware of their personal interests and values and of the ways work can help them fulfill their needs and goals. It also introduces students to the skills and problems of applying for work, reading want ads, interviewing for a job, and posing appropriate questions about careers. Filmstrips 2–6 interview 15 workers who describe their jobs and reveal their attitudes about work and the role it plays in their lives. In filmstrips 1, 7, and 8 students experience some of the social situations which workers and job applicants face, and they try their hands at work related skills.
Publisher: Scholastic

6–12 **CROWLEY COUNTY COMMUNITY RESOURCE DIRECTORY** **T0236**

This 36 page community resource directory was developed in a small rural area. It provides various careers descriptions which include a brief account of the job duties, job positions, and future expectations of the career. Each career listed is one page in length providing general information to acquaint students with careers.
Developed by: Lorene Broadbent

Pre–3 **HOME AND COMMUNITY HELPERS -- TEACHING PICTURES** **C0087**

This kit contains 12 teaching pictures and corresponding resource sheets. The pictures show a worker in action, the resource sheets give facts about the occupation depicted, the duties and responsibilities involved and how this person contributes to the home or community. Careers depicted are: fireman, dentist, mother, postman, fruit market owner, office workers, a grandfather, policeman, telephone lineman, bulldozer operator, plumber, and service station attendant. Activities are suggested, along with suggestions for books, filmstrips, and records.
Publisher: David C. Cook, 1972

Pre–3 **SCHOOL AND SCHOOL HELPERS – TEACHING PICTURES** **C0088**

This kit contains 12 teaching pictures and corresponding resource sheets. The pictures depict people working; and the resource sheets give information about that job, telling duties and responsibilities, and explaining how the many different occupations are all represented in a school. Workers shown are: a principal, librarian, art teacher, music teacher, classroom teacher, custodians, school bus driver, crossing guard, office secretary, physical education teacher, nurse and parent teachers' association. Suggested activities are also given, with books, films and filmstrips, records and flannel board figures of interest.
Publisher: David C. Cook, 1969

6–A **DATABOX: FORT BRAGG** **C0205**

This multi-media kit is a unit on city planning. Fort Bragg, California, provides the data that enable students to inquire into a variety of social phenomena: economic interdependence, social interaction, decision making processes, historic evolution of a town, community geography. Individually and in small groups, students examine such facets of community life, as the location of a factory, planning for recreational facilities, the choice of a livelihood, drug problems, and the effects of a seasonal tourist industry. By using the 80 project cards, students can take on different roles and take part in every aspect of city planning.
Publisher: BFA, 1971

9–12 **CAREERS IN DRAFTING** **C0317**

The program includes 2 filmstrips, 2 cassettes and a teacher's guide. The unit is designed to help students learn the opportunities in the fields of drafting: architectural, structural, civil, mechanical, technical, space and many others. All of the major areas are defined, described and discussed in detail, from home and highway to ships and harbor design, telephones, toasters, oil refineries and space vehicles. The program gives each student a realistic view of what he or she can contribute as well as expect in the way of rewards – both professional and personal.
Publisher: Educational Dimensions Corporation, 1969

3 **REAL PEOPLE AT WORK, GRADE 3** **C0144**

This kit contains 30 booklets, 10 task-talent visuals, 10 life style posters, bulletin board display, 4 spirit masters, and teacher's guide. The unit has been designed to continue to expand a child's awareness of different careers; to help identify special talents and relate them to careers; to draw parallels between skills learned in school and skills used on the job; to acquaint the child with typical tools, equipment and functions of different occupations; and to introduce the concept of the relationship of work, home and socio-civic life. Three third grade reading levels are represented in the 30 titles.
Publisher: Changing Times

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GRADE

8–12 **CHOOSING A VOCATION** **C0303**

This unit contains 1 color filmstrip with corresponding cassette narration, 10 individual interviews on 5 cassettes and 1 discussion guide. The program is designed to give an introductory look into the job market, trade schools and vocational programs for the non-college bound student. A major goal of the program is to motivate the students to appraise themselves as to their best potential and then establish a goal before they graduate from high school. The individual interviews focus on the following workers: automotive mechanic, truck driver, electrician, plumber, television repair, refrigeration service, carpenter, bricklayer, beautician, and salesperson.
Publisher: Educational Dimensions Group, 1974

K–3 **PEOPLE WHO WORK WITH ANIMALS** **C0230**

This 55 page notebook contains text, teacher's guide, duplicable student materials, and evaluation guides. The unit provides students with an awareness of the numerous careers available to people who want to work with animals. Specific occupations focused on are zoo keepers, dog breeder, dog catcher, dog groomer, dog trainer, animal keeper in a circus, veterinarian, marine-mammal trainer, pet shop attendant, etc. This unit may be used in language arts, social studies, math and art.
Developed by: Ohio State University, Center for Vocational Education, 1974

2–4 **THE SUPERMARKET** **C0232**

This 49 page notebook includes text, teacher's guide, duplicable student materials, and evaluation guides. This unit introduces students to the food industry – the goods and services it provides, the workers it employs, and some basic skills a consumer needs. The supermarket is used as an example since it is one of the most familiar to primary students. Titles of chapters are: "Supermarket Departments," "Supermarket Workers," "Supermarket Tools and Equipment," "Supermarket Suppliers," and "Consumer Skills in the Supermarket."
Developed by: Ohio State University, Center for Vocational Education, 1974

2–5 **CREATING GREETING CARDS: A BUSINESS BRINGS PLEASURE** **C0241**

This 74 page notebook contains text, teacher's guide, duplicable student materials, and evaluation guides. Students participate in the creation and production of greeting cards and discover them as a form of communication. Students first examine commercial greeting cards to see the relationship between message, design, and occasion. Students fill out job application forms for one of the positions of designer, printer, silk screener, envelope maker, and builder (of a greeting card store). As students produce the greeting cards, they are learning the importance of performing a task as fast, as inexpensively, and as accurately as possible and of coordinating individual workers' interests, skills, and training.
Developed by: Ohio State University, Center for Vocational Education, 1974

1–6 **CAREER FLASHCARDS** **C0373**

This program includes 50 flashcards with rebus puzzles, 50 small flashcards, and 1 teacher's guide. The flashcards are designed to help integrate career awareness into the process of teaching both dictionary and perception skills. The flashcards depict various careers which the students guess through pictures of objects, signs, letters, etc., whose names suggest words or phrases. The TV game show *Concentration* was based on contestants guessing the correct answer to a rebus puzzle.
Publisher: Career Futures, Inc., 1974

K–3 **JOBS AND THINGS** **C0398**

This program consists of 6 filmstrips, 6 cassettes, and discussion guide. This series introduces students to careers in manufacturing, construction, banking, insurance and real estate. Students will become aware of the tools that make work easier gaining an awareness of the jobs of people who work mainly with money. Students are also introduced to careers that make places pretty and the people who keep places looking attractive.
Publisher: Coronet, 1976

K–6 **CAREER EDUCATION PROGRAM, VOLUME I** **C0566**

See complete entry under *Guidance*.

7–9 **CAREER EDUCATION PROGRAM, VOLUME II** **C0567**

See complete entry under *Guidance*.

10–12 **CAREER EDUCATION PROGRAM, VOLUME III** **C0568**

See complete entry under *Guidance*.

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GRADE

K–6 **JOB PUZZLES** **C0710**

This set includes 8 puzzles, 8 pictures, and 1 teaching guide. The puzzles are designed to help students develop job awareness, body concept, visual perception and motor control. The puzzles depict lifelike portrayals of people on the job: firefighter, police officer, letter carrier, teacher, grocer/cashier, doctor, farmer, and service-station attendant. The puzzles are straight cut to focus attention on the total picture.
Publisher: Developmental Learning Materials, 1978

5–12 **FIRST JOBS** **C0625**

See complete entry under *Employability Skills*.

7–A **CAREERS IN HOSPITAL ADMINISTRATION, MAINTENANCE AND MEDICAL SECRETARIAL SERVICES** **C0662**

See complete entry under *Health*.

7–A **THE LIBRARY OF CAREER COUNSELING FILMSTRIPS, SET 1** **C0615**

This unit contains 4 filmstrips, 4 cassettes, and 4 teacher's information sheets. Dividing the world of work into 10 major categories, *The World of Work* presents occupations from each category, encourages students to explore various career possibilities, and invites them to consider the relationships between the requirements of major career fields and their own talents, interests, and values. The remaining filmstrips – *Is A Career As A Technician For You?*, *Is A Career In The Health Services For You?*, and *Is A Sales Career For You?* – present a brief overview of the industries and provide job and worker information for technicians, health services, and sales jobs. Teaching aids are included.
Publisher: Counselor Films, Inc., Career Futures, Inc.

6–A **CAREERS BY HOFFMAN** **C0633**

This series includes 10 filmstrips, 20 English/Spanish cassettes and a counselors' reference guide. This program is designed to help students develop awareness of the personal and social aspects of various careers and to facilitate career planning. The following resources are provided with the reference guide: student interest inventory and record sheet, career information worksheets, jobs relating to fields of study, career cluster index, career information library, and a bibliography. The program may be used with students individually or in class groups. The program also provides a cumulative record form for individual career exploration.
Distributor: Western Educational Systems Co., 1973

PERSONAL SERVICES

GRADE

K-3 **PERSONAL SERVICES CAREER AWARENESS** C0010

This program of 6 filmstrips, 2 cassettes and 2 page teacher's guide describes 6 personal service occupations: *Clergy, TV Repair Technician, Beautician, Pet Shop Owner, Meat Cutter,* and *Service Station Attendant.*
Publisher: Ideal School Supply Co., 1975.

7–A **YOUR FUTURE IN BEAUTY CULTURE** C0361

This 190 page book acquaints the reader with the job and business opportunities in the field of hairdressing/beauty culture. Educational requirements and training costs, sources of employment, on-the-job conduct, job advantages and disadvantages, salaries and advancement opportunities, and professional associations are described. Also discussed are hair color specialists, creative hair designers, and advice for salon owners. A directory of state boards of cosmetology, a state board cosmetology guide, and license reciprocity information are included.
Publisher: Arco Publishing Company, Inc., 1971
Distributor: Perma-Bound Hertzberg New Meth[illegible], Inc.

11–12 **FOOD SERVICE OCCUPATIONS OCCUPATIONAL CLUSTER GUIDE** X0286

This 210 page curriculum guide helps educators establish a food service occupational cluster curriculum to prepare students for entry-level employment or for post-high school training. Information and data assist in the identification of career goals for local communities. A suggested model curriculum and program objectives are identified. Student performance objectives, subconcepts and content outlines, instructional strategies, and evaluations and generalizations are provided for the instructional concepts. Job descriptions, equipment needs, teaching aids, and a bibliography are included.
Publisher: Oregon Board of Education, 1970

7–A **CAREERS IN ANIMAL CARE AND TRAINING** C0498

A part of the CAREERS programs, this unit contains 2 filmstrips, 2 cassettes, and 1 teacher's manual/filmstrip scripts. On-the-job interviews explore career opportunities in animal handling and training, pet care and grooming, scientific research, and veterinary medicine. The kind of work; job location; nonacademic competencies; experience; educational and vocational requirements; and the material, social, and personal rewards for the various jobs are discussed. Teaching aids are included.
Publisher: Pathescope Educational Media, Inc. and The Associated Press, 1977

7–10 **EXPLORING CAREERS IN HOSPITALITY AND FOOD SERVICE** C0094

See complete entry under *Hospitality and Recreation.*

7–12 **FOOD SERVICES** C0417

This program contains 6 filmstrips, 3 cassettes, 1 career rating chart, and a counselor's key. This unit is designed to help students to intelligently choose careers. This series provides perspective and insight for students selecting a career in food service. The program includes 1 overview filmstrip of the food service field and 5 filmstrips covering individual food service jobs: *Baker, Meat Cutter, Catering Truck Operator, Cook Helper,* and *Chef.* Sources for additional information are also available.
Publisher: Acoustifone

5–6 **WORK IN A RESTAURANT** T0008

A 12 page unit that is designed for students to create an awareness of the career possibilities in the area of food service establishments. The unit includes suggested activities. It also includes a pre- and post test.
Developed by: Wayne Peterson

7–A **YOUR FUTURE IN RESTAURANTS AND FOOD SERVICE** C0348

This 191 page book is designed to inform the reader about the many careers in restaurants and food service. It describes how an individual can best prepare himself or herself in the food industry field and what one might expect in the way of pay, working conditions and advancement. Other topics discussed are: education, geographic locations, and resumes.
Distributor: Perma-Bound

PUBLIC SERVICES

GRADE

1–3 **COMMUNITY HELPERS WHO KEEP US SAFE** T0259

This 6 page unit helps students develop an appreciation for the dignity of all honest work. Students learn to identify policemen and firemen as well as some of their job duties. Five suggested activities are included. This unit does suggest supportive material and resources that could be used.
Developed by: Nancy Andrew, Sharon Crowell

K–3 **POST OFFICE WORKERS** T0256

This 9 page unit introduces students to some of the workers in the post office and to mail carriers and their jobs. The children learn to recognize the postal uniform and become familiar with types of mailboxes. The importance of not interfering with others' mailboxes is a discussion topic. Included is a supplement concerning the handling of mail prepared by the U.S. Postal Service.
Developed by: La Verne Milner

K–1 **A LETTER'S JOURNEY** T0157

This 4 page unit gives children an insight into what happens when they send a letter from their home in the country to a friend in the city. This unit helps develop the student's basic skills of understanding and reasoning of a complex operation. Six planned activities are included with objectives and goals. This unit suggests the use of supportive materials and resources.
Developed by: Barbara Drobnitch, Sarah Largent

3–4 **SCHOOL CUSTODIANS** T0286

This 5 page unit helps students develop an awareness of and an appreciation for the total concept of custodial work. Students gain an attitude of appreciation toward all service occupations and recognize the value and dignity of all kinds of work. A pre-test and post test are given to evaluate the student's attitudes and knowledge of custodial workers.
Developed by: Mary Brooks, Marge Shumake, Marian Kochiovelos

1–3 **OUR COMMUNITY HELPERS: THE POLICEMAN** T0272

In this 18 page unit children learn about the career of the policeman and gain knowledge and understanding of human differences in society. Children have the opportunity to develop language arts skills required in learning. This unit includes six suggested activities, an oral pre- and post test, an evaluation guide and a song. Supportive books and media listed can be adapted to your area resources.
Developed by: R. Baulesh, C. Abercrombie, L. Bergevin, B. Gallina, L. Roth, B. Ursick

K–1 **CONTRIBUTIONS OF THE FIREMAN** T0266

By investigating the life style of Pueblo firemen, the children become aware of and sensitive to the contributions of firefighters in all communities. This 6 page unit contains four suggested activities that require language arts skills for understanding. If the suggested resource material is unavailable to you, this unit can be adapted.
Developed by: Geraldine Allen, Berta McConnel, Virginia Walker

5–6 **CITY GOVERNMENT AWARENESS** T0005

This 10 page unit was developed to increase the student's awareness of career possibilities in the area of public service. A pre-test followed by suggested activities and a post test are included. This unit makes several references to local agencies and resources.
Developed by: Wayne Peterson

5-6 **LAW ENFORCEMENT OFFICER** T0011

A 12 page instructional unit that is designed to better acquaint students with a wide range of law enforcement positions. Included are mathematical story problems, a vocabulary list and a true-false test. This unit can be used as a developmental model since it makes several references to local agencies.
Developed by: Herb Asbaugh

K–6 **THE WEATHERMAN: A COMMUNITY HELPER** C0507

This 10 minute, 16mm color film discusses the effect of weather on everyone's daily life. Meteorologists use special instruments and knowledge to measure and record weather from all parts of the world. Their work is especially important to farmers, airplane pilots, ship navigators, and whole communities where disaster threatens. Discussion questions are included.
Publisher: BFA Educational Media, 1970

PUBLIC SERVICES

GRADE

K **POSTMAN AND POST OFFICE** T0140

This 19 page unit aids students in gaining respect for the postman. Students become aware of a postman's duties, his clothing and post office functions. Activities listed include a field trip, poems, songs and coloring picture handouts.
Developed by: D. Hanscom, R. Wren, M. Poole, W. Vinci

9–12 **SEEING FRENCH LITERATURE THROUGH RECORDINGS** T0179

See complete entry under *Foreign Language*.

K–3 **PUBLIC SERVICE CAREER AWARENESS** C0011

This program of six filmstrips, two cassettes and a two page teaching guide describes six public service related occupations: *City Worker, Fire Fighter, Mail Carrier, Park Ranger, Police Officer,* and *Teacher.* The content of the narrations centers upon four factors: Where does the person work? What does the person do? What are the rewards? and What are the job conditions?
Publisher: Ideal School Supply Co., 1975

K–6 **CAREERS THAT HELP PEOPLE, I** C0012

This program of four filmstrips, two cassettes and a six page teacher's guide describes careers that are usually considered institutional: the police; firefighters; medical technicians, and other community services such as jobs in government, communications, and public utilities. The purpose of this program is to inform the student of the effect of other people's jobs on his/her life and town.
Publisher: Learning Tree Filmstrips, 1975

5–9 **CAREER DISCOVERIES: PEOPLE WHO HELP OTHERS** C0071

This set of 4 filmstrips, 4 cassettes, and teachers' guide/reading script is part of a series that has been designed to demonstrate that career choice is an expression of individual personality factors and interests and to elicit reactions to a variety of career interest areas as an experience in relating to work at an emotional level. It demonstrates the richness and variety of career choices, and that people can relate positively to their work regardless of educational level. It also suggests that work and lifestyle are closely intertwined. Those interviewed are: a community organizer, a daycare worker, and a physical therapist.
Publisher: Guidance Associates, 1972

Pre–3 **COMMUNITY HELPERS AT WORK** C0081

This kit contains 53 heavy cardboard scenery pieces with plastic stands. Each piece is part of a scene showing the activities of 4 community helpers: the police, the firemen, mailmen, and the doctor.
Publisher: Instructo Corporation, 1968

1–4 **POST OFFICE** T0277

This 14 page unit is intended to acquaint the child with the role of the postman in the community. The unit demonstrates the relationship of the postman's career to the child's life and to other professions. Thirty-six activities are suggested to fulfill district and performance objectives. Also included are songs and a student evaluation of self. Lists of books and audiovisual materials are provided.
Developed by: Celestine Alber, Linda Edwards

9–12 **SOCIAL WORKER** T0003

This 20 page self-instructional booklet is designed for student use in experiencing a few of the problems and decisions made as a social worker. Many of the situations described can provide a basis for group discussions. It includes a description of desirable traits, some of the requirements and job positions requiring a social worker's training and background.
Developed by: Joy Brandt

7–A **CAREERS IN EDUCATION** X0122

This 59 page handbook describes careers in the field of education. The 5 ways of preparing for a career in education, the academic requirements, and the personal qualities essential for success are cited.
Publisher: National Center for Information on Careers in Education, 1973

PUBLIC SERVICES

GRADE

K–6 **COMMUNITY WORKERS** **T0248**

This ten page unit introduces the student to the community and its workers. The five workers discussed are policeman, postman, fireman, milkman and doctor. Throughout the unit each student prepares a notebook with sections on each worker (i.e. duties, equipment, lifestyles and personal art work). Along with speakers, research is done by each student.
Developed by: Elizabeth Trujillo

6–9 **PEOPLE WHO GOVERN: STATE AND LOCAL GOVERNMENT** **C0437**

This series contains 7 filmstrips with corresponding cassette narration and a teacher's guide. Each filmstrip follows the life style, duties, and position of an elected governmental official. *The Congressman* – is Frank Thompson of New Jersey. The people that he represents range from white and blue collar workers, slum dwellers, suburbanites, farmers, etc. His role as their representative is explored with particular attention to the issues of education and pollution. *The Big City Mayor* – is Frank Sedita of Buffalo, New York. His problems are those of other big cities – the movement of the middle class to the suburbs; the need for more services such as education, housing, and employment. *The County Executive* – is Eugene Nickerson of Nassau County in New York that has problems that spill over from New York City. *The Small City Mayor* – is Ed Garrison of Chaplin, Connecticut. *The City Councilman* – is Tom Atkins of Boston. *The State Legislator* – is Stewart McKinney of Fairfield, Connecticut. *The Governor* – is Frank Licht of Rhode Island.
Publisher: BFA, 1970

7-12 **YOUR FUTURE IN ELEMENTARY SCHOOL TEACHING** **C0341**

This 160 page book is designed to inform the reader about a career in elementary school teaching. It describes how an individual can best prepare himself or herself for teaching, the benefits, opportunities for advancement, other career possibilities, and training costs. Other topics discussed are tips for the beginner, why some teachers fail, getting your first job, and preparing a resume.
Distributor: Perma-Bound, 1971

TRANSPORTATION

GRADE

1–4 **THE AIRPORT** T0276

In this 14 page unit children acquire knowledge of an airport and its workers and also discover that an airport is a busy, exciting place. The terminal bustles with action: airline workers, passengers, departures, arrivals, shops, restaurants, waiting rooms and announcements over a loud speaker. Individual and group activities are suggested. Included in this unit are a vocabulary list and a bibliography.
Developed by: M. Hollmer, M. Wyatt

9–12 **BASIC AVIATION** T0217

This 15 page unit develops students' interest in aviation. The study of basic flight principles through classroom and field activities provides students an opportunity to explore possible aviation related careers. Many additional references and resources are used that may require adaptation if unavailable in your area. Twenty-four various activities and five quizzes are provided.
Developed by: Mike Phillips

6 **AIR TRANSPORTATION** T0148

This 6 page unit was designed to give the student a general overview of the field of air transportation as a major industry. Activities are provided to stimulate student thinking. A list of related jobs is included.
Developed by: M. Hill, N. Yeager

1–4 **PUBLIC TRANSPORTATION** T0278

In this unit students will gain knowledge and understanding of the purpose and need for public transportation (intercity travel by bus and by air). They will learn about varied jobs and skills used by the employees of public transportation and recognize such jobs as a necessary service to the public. The unit contains six suggested student activities. An airport travel game is also included. This unit lists specific material and resources.
Developed by: Esther Iverson

6–A **JOBS IN AUTOMOTIVE SERVICES** C0285

The unit includes 8 filmstrips, 4 records and 1 filmstrip guide. The unit is designed to help students become aware of automotive service jobs, the nature of automotive work, job requirements, job rewards and disadvantages, and training and advancement possibilities. Each filmstrip is an on-the-job interview that was shot on location and has a documentary approach. Students see young people actually performing car repairs and hear pointers on what supervisors and customers expect.
Publisher: Coronet Instructional Media, 1974

7–12 **COMMERCIAL AVIATION** C0416

This program contains 6 filmstrips, 3 cassettes, 1 career rating chart, and 1 counselor's key. This series is designed to help students to intelligently choose a career. This series provides perspective and insight for students selecting a career in commercial aviation. This series includes 1 overview filmstrip of the commercial aviation field and 5 filmstrips covering individual aviation jobs: *Radio Repairman, Flight Dispatcher, Aircraft Electrician, Instrument Repairman, Engine Mechanic.* Sources for additional information are also included.
Publisher: Acoustifone

2–6 **AIR TRAVEL TODAY** C0057

This kit of two filmstrips, corresponding cassette narration, and two teacher's guides/reading scripts deals with the different phases of air travel and the many workers involved in getting an airplane off the ground. *Preparing A Plan for Flight* explores the jobs of chefs, baggage handlers, cabin cleaners, and mechanics. *Keeping the Airport Running* views the daily activities of such workers as carpenters, electricians, janitors, and window washers.
Publisher: SVE/Burt-Munk & Co., 1972

8–12 **GOOD JOBS IN AUTO SERVICES** C0403

This program includes 2 filmstrips, 2 cassettes and a teacher's guide. This program follows an inner-city student, Alfred McPherson, as he visits a service station in the busy city where he lives. Here he sees and learns of the great variety of jobs and activities open to him from pumping gas to working in the bay. Important tips are also presented on job behavior, the ability to work without supervision, dependability, ambition and drive as well as curiosity.
Publisher: Center for Learning Skills, 1976

TRANSPORTATION

GRADE

9–A **WORKING AS AN AUTOMOTIVE MECHANIC** C0356

This program consists of 2 twenty minute cassettes and a discussion guide. Cassette 1 discusses various aspects of the essential and satisfying trade of automotive mechanics. Also discussed are the responsibilities of the job, where auto mechanics work, specialists, related auto services, monetary rewards, and the type of person who becomes an auto mechanic. Cassette 2 describes the work day of a mechanic, training, and the employment outlook.
Distributor: Perma-Bound

K–3 **TRANSPORTATION** C0185

The unit includes 8 filmstrips with corresponding cassette narration and 1 teacher's guide. This series shows how people work with each other and with complex equipment to make possible the variety of transportation methods used today. Four types of transportation are covered with two strips for each: Air, Water, Rail and Bus. The first strip in each pair describes the activities, equipment, buildings and machines to be found in the environment. The second strip shows the great variety of workers needed, what they do, and how each contributes to the complete operation.
Publisher: BFA

2–6 **AIRPORT WORKERS** C0058

This set consists of 20 color slides (2" x 2") with teacher's guide. Each slide shows a different occupation that is found in an airport from passenger agents to fuellers, freight handlers, flight crew, air controllers, and, of course, the pilot. The teachers' guide has a script that can be read or adapted for classroom use.
Publisher: Singer/SVE, 1969

7–A **REPAIR TRADES** C0423

See complete entry under *Manufacturing.*

11–12 **INDUSTRIAL MECHANICS OCCUPATIONAL CLUSTER GUIDE** X0287

This 183 page curriculum guide helps educators establish an industrial mechanics occupational cluster curriculum to prepare students for entry-level employment or for post-high school training. Information and data assist in the identification of career goals for local communities. A suggested model curriculum, program objectives, and areas of related knowledge and skills are identified and described. Student performance objectives and instructional strategies are provided for the occupational specialty courses. An accident prevention program and equipment and facilities lists are included.
Publisher: Oregon Board of Education, 1969

7–A **EXPLORING CAREERS IN TRANSPORTATION** X0020

This 244 page curriculum guide provides guidelines for teachers to help students explore occupations in the transportation cluster. Designed primarily for middle/junior high levels, this guide may be used as resource material for a mini-course or to integrate career exploration activities into the existing curriculum. Units are developed around student performance objectives; feature a comprehensive format; and include occupations in land, water, air and space, and conveyance transportation. This guide may also serve as an aid in high schools and a variety of agency settings.
Developed by: Curriculum Development Center, Univ. of Kentucky, 1974

7–8 **CAREER EXPLORATION – TRANSPORTATION CLUSTER** X0074

This 272 page teacher manual contains a 9-week curriculum module for career exploration of the transportation cluster. Students are exposed to concepts, tools, materials, and processes which will enable them to make educated occupational choices. Unit subjects include general and occupational information on land, aerospace, water, and future transportation. Performance objectives, students' and teachers' activities, and other aids are included for each unit.
Publisher: Oklahoma State Dept. of Vocational and Tech. Education Curriculum and Instructional Materials Center, 1974

K–4 **OFF WE GO TO THE AUTO PROVING GROUND** C0471

This unit contains 1 filmstrip, 1 cassette, and 1 teacher's guide/filmstrip script. A part of the CAREER AWARENESS FIELD TRIPS SERIES, this audiovisual field trip helps children see the relationship of personality, interests, and hobbies to eventual job choices and appreciate the complexity of auto-testing jobs. Viewers join a soap-box car owner to meet an engineer, a test driver, the technicians and to explore the crashed-car "boneyard." Related activities are included.
Publisher: Guidance Associates, 1973

GRADE

8–12 **WORKING IN THE AUTOMOBILE TRADE** C0626

This unit contains 4 filmstrips, 4 cassettes, and 1 instructor's guide. This series presents and describes the wide variety of employment, business opportunities, and careers within the automobile industry. The program points out some of the specific skills needed both to perform the work satisfactorily and to develop the positive attitudes which will lead to good customer, employer, and employee relationships. The filmstrip titles are *The Service Station Attendant, The Auto Parts Dealership, The Auto Mechanic,* and *The Autobody Repair Trade.*
Publisher: Prentice-Hall Media, Inc., 1977

BUSINESS AND INDUSTRY MATERIAL

PURPOSE OF BUSINESS AND INDUSTRY MATERIAL

To Provide A Background

Career awareness and exploration leads both the teacher and the student directly to the particular places where people work and to the many kinds of jobs and careers found within a company, industry, association or agency. This collection is a sample of what is available from the leading industries of Colorado, including the largest companies, as well as companies and associations that represent most of the career clusters.

The material may assist the teacher as a *quick background* of what goes on inside a particular company, perhaps revealing its unique role in the community/country. It can offer a glimpse of the contribution of the worker to the whole that is exciting and vital.

To Provide A Stimulus

This immediately available industry material may serve as a stimulus for educators to explore possibilities for developing classroom oriented material, perhaps in cooperation with a particular company. It can also be a stimulus to expand the learning environment from the classroom to the community and to bring community resources to the classroom.

HOW TO ORDER BUSINESS AND INDUSTRY MATERIAL FROM THE CENTER

Order business and industry material by company name and the corresponding number in parenthesis. Up to four companies may be ordered per preview period.

WHAT TYPE OF MATERIAL CAN I EXPECT TO RECEIVE?

Each company has chosen to donate different materials to the Center. The materials available will vary from company to company, but they are all related to the following topics: company description, pre-employment information, on-the-job information, career opportunities, and consumer education.

Ampex Corporation (4)
Arthur Andersen & Company (3)
Aspen Skiing Corporation (2)
Beech Aircraft Corporation (3)
Boettcher and Company (8)
The Brown Palace (2)
C.F. & I. Steel (18)
Camp Dresser & McKee (3)
Casa Bonita (5)
Cessna Aircraft (9)
Climax Molybdenum (9)
Colorado Cattlemen's Association (12)
Colorado Beef Board (15)
Colorado Mining Association (1)
Colorado Motor Carriers Association (5)
Colorado State (7)
Colorado Ski Country USA (1)
Columbia Savings & Loan Association (3)
Continental Shelf Data Systems (1)
Adolph Coors Company (6)
Dana Corporation (1)
Denver City & County (15)
The Denver Post (14)
Denver Wholesale Florists (7)
Exxon Corporation (12)
Frontier Airlines (2)
Gardner Denver Company (3)
Gates Rubber Company (11)
General Electric (14)
General Motors (18)
IBM (8)
Johns-Manville (12)
Joy Manufacturing Company (1)
Keebler Company (5)
King Soopers (5)
Kodak, Eastman Company (21)
The Lange Company (7)
Limnetics, Inc. (4)
Locart Press, Inc. (4)
Martin Marietta Corporation (4)
McDonald's (1)
Mobil Oil Corporation (6)
Monfort of Colorado (5)
Montgomery Ward (7)
Mountain Bell (6)
National Cable Television Association (5)
National Cash Register Company (NCR) (9)
National Association of Food Chains (33)
C.A. Norgren Company (12)
National Oceanic and Atmospheric Administration (7)
Proctor & Gamble Company (1)
Professional Rodeo Cowboys Association, Inc. (4)
Public Service Company of Colorado (5)
Rockwell International (19)
Safeway Stores, Inc. (4)
Samsonite Corporation (29)
Sears, Roebuck & Company (3)
Security Life of Denver (30)
Small Business Association (1)
Sterns-Roger (2)
Storage Technology (4)
Sturgeon Electric Company, Inc. (5)
Sun Oil Company (SUNOCO) (30)
Sunstrand Corporation (8)
Timpte Industries, Inc. (4)
Weicker Moving and Storage (3)
Western Airlines (7)
Western Electric (5)
United States (13)
U.S. Department of Labor (12)
VanSchaack & Company (7)

CAREERSORT®

COLORADO CAREER INFORMATION SYSTEM

Willard Administrative Center • University of Colorado • Boulder, Colorado 80309 • (303) 492-8932

WHAT IT IS

COCIS offers two ways to find information helpful in career planning: COMPUTERSORT and CAREERSORT. Both encourage the exploring of occupations based upon individual characteristics. Both provide up-to-date, accurate information about occupational and educational opportunities right here in Colorado!

CAREERSORT uses a manual card-sorting system and two printed volumes to provide the same career information that is electronically delivered by its computerized twin. CAREERSORT's portability makes it ideal for the classroom, counseling center, and library as an individual or small-group exercise. It is also an excellent checkout item for use at home with friends and family.

Besides serving students and clients, the two volumes of current Colorado career information are handy as a shelf or desk reference for career educators, counselors, and librarians in schools.

HOW IT WORKS

For those who are not sure about their occupational plans, CAREERSORT can help identify some compatible occupations worth exploring further. The CAREERSORT deck contains one card for each occupation in the Colorado Career Information System. The number holes punched around the perimeter of each occupational card are coded for the critical factors which vary from one career to another. Four easy steps will identify compatible careers and provide valuable follow-up information.

OCCUPATIONAL BRIEFS

For those who would like information about occupations of interest, COCIS offers a one-of-a-kind resource. COCIS Volume I addresses occupational briefs.

Twice each year COCIS researchers release a concise but comprehensive edition of Occupational Briefs. The contents are identical to that stored in the computer at the date of publication. They reflect the most recent facts and figures available about Colorado career alternatives.

Each Occupational Brief is divided into four sections: Description, Preparation, Employers, and Bibliography.

- **Description** includes duties, aptitudes, employers, certification requirements, current Colorado employment levels, salaries, and future job outlook.
- **Preparation** covers the kinds of training, education, and other requirements needed to enter an occupation.
- **Employers** provides a sample listing of major Colorado organizations, private and public, known to employ workers in a given occupation.
- **Bibliography** lists common sources of printed career information and soon will include professional organizations which offer brochures and pamphlets about their occupational specialty.

EDUCATIONAL AND EMPLOYMENT RESOURCES

A variety of educational programs, employer profiles, and teaching scripts is contained in Volume II.

Four major components are combined under a single cover:

- **Programs of Education and Training.** Highlighted are proprietary, vocational-technical, community college, and university programs offered in Colorado which help to prepare for job entry. Representative course-work, program purpose, and hints about related training are included.
- **Employers.** Here is a profile of company background, general hiring policy, special programs, and projected employment outlook for a sampling of Colorado businesses and public agencies around the state.
- **Job Search Skills.** This is a general information script with helpful pointers on such topics as preparing a resume and getting ready for a job interview.
- **Women's Career Counseling.** More and more women are entering the labor force and finding better and more challenging jobs than ever before. This section explores many of the evolving realities related to the working woman.

CAREERSORT®

COLORADO CAREER INFORMATION SYSTEM

Willard Administrative Center • University of Colorado • Boulder, Colorado 80309 • (303) 492-8932

COST

The rental price for a CAREERSORT set is $440 per year. Quantity discounts apply to orders of more than five sets. Each CAREERSORT set will service 300 individuals annually under normal usage. Included are these materials:

- One deck of occupational sorting cards with storage box and safety sorter (includes replacement of lost or damaged cards)
- Biannual editions of the **Occupational Briefs**
- Annual edition of **Educational and Employment Resources**
- A comprehensive Coordinator's Handbook (including classroom Activity Plans)
- Exploration Handbooks for use by students/clients
- All mailing charges
- Initial pre-service training and assistance in on-going in-service training for local staff
- Consulting in effective program integration and special applications

TO ORDER

If CAREERSORT sounds like a deck cut to your liking, deal yourself in by calling or writing to the Field Services Unit in your area:

Colorado Career Information System
Willard Administrative Center
University of Colorado at Boulder
Boulder, Colorado 80309
(303) 492-8932

Colorado Career Information System
Career Education Center
Mesa College
Grand Junction, Colorado 81501
(303) 248-1491

Colorado Career Information System
Career Development and Counseling Ctr.
310 Administration Building
University of Southern Colorado
Pueblo, Colorado 81001
(303) 549-2585

STATE COMMUNITY RESOURCE BANK

The Colorado Career Education Resource Center has been federally funded to establish a computerized community resource bank. One of the main objectives is to plan, establish, and make operational, for all Colorado school districts, a computerized information storage and retrieval system which will identify:

1) state community resources for classroom presentations
2) business, industry and governmental agencies which are receptive to career education field trips, and
3) business, industry and governmental agencies where "training with industry" student interns can be placed (shadow programs)

The need for a centralized clearinghouse for community resources was identified by both Colorado educators and the business and industry community. The computerized State Community Resource Bank will provide the following:

1) central coordination of existing community resource banks
2) monitoring of over and under utilization of state and unique community resources
3) elimination of time-consuming searching for state and unique community resources for all Colorado patrons
4) a standardized system for classifying community resources
5) computer language (software) design
6) development of new state and unique community resources
7) a catalog, listing community resources, which will be sent to every school in the state of Colorado

Therefore the central clearinghouse concept will provide for the organization, classification, utilization and monitoring of state and unique community resources. A description and examples of local, state, and unique community resources follow:

1. *Local Resource:* A resource within the local area that is common and abundant to the majority of communities.

   Examples: fire departments, banks, bakeries, schools, libraries, police departments, gas stations, department stores

2. *State Resource:* A resource within the state that can be utilized by all localities in Colorado.

   Examples: Mountain Bell, Denver Mint, Air Force Academy, CSU Veterinarian School

3. *Unique Resource:* A. A resource that is limited in number throughout the state of Colorado.

   Examples: solar terrestrial physicist, hand book binder, dog tatooer, tongue maker for taxidermists

   B. A resource that resides in a specific geographic location in the state of Colorado.

   Examples: CF&I Steel Corp, R.T.D., Adolph Coors, Denver Broncos

The State Community Resource Bank will provide the names of contact persons for state and unique resources so that you may schedule your activity. Local resources can be identified through the Local Community Resource Bank Directors.

LOCAL COMMUNITY RESOURCE BANK DIRECTORS

The list below includes local directors who are available to assist with the utilization of community resources. If you are affiliated with one of the following school districts, contact your director for information concerning the State Community Resource Bank.

Jon Ceazan
Ft. Lupton School Dist. RE8
301 Reynolds
Fort Lupton, CO 80621
857-2717
Denver Line 573-5585

Helen Denton
Colo. Northwestern Comm. College
East Grand School Dist. 2
Hayden School Dist. RE1
Meeker School Dist. RE1
Moffat Co. School Dist. RE1
North Park School Dist. R1
Rangely School Dist. RE4
Steamboat Springs School Dist. RE2
South Routt School Dist. RE3J
West Grand School Dist. 1J
Kennedy Drive
Rangely, CO 81648
675-2261

Cathy Farly
Harrison School Dist. 2
1060 Harrison Road
Colorado Springs, CO 80906
576-8360

Phil Friedrich
Adams Co. School Dists. 1, 12, 14, 50
Community Resource Center
601 East 64th Avenue
Denver, CO 80229
287-2821

Kaye Hamm/John Grobe
Career Education Community Resource Scheduling Center
USC Student Center
900 West Orman
Pueblo, CO 81004
544-3295

Jayne Hill
Steamboat Springs School Dist. RE2
45 Maple (P.O. Box 1177)
Steamboat Springs, CO 80477
879-1567

Damon Hof
Holyoke School Dist. RE1J
Hale and Morland Streets
Holyoke, CO 80734
854-3421

Barbara Hook, Coordinator
Dist. 11 Volunteer Services
1115 North El Paso
Colorado Springs, CO 80903
635-6781

Dotti Hovan
Arapahoe Community College
Littleton School Dist. 6
6900 South Santa Fe Drive
Littleton, CO 80120
794-1550

Carol Lewis
St. Vrain Valley School Dist. RE1J
395 South Pratt Parkway
Longmont, CO 80501
776-6200

David Mangum
Jefferson Co. School Dist. R1
1209 Quail
Lakewood, CO 80215
231-2368

Grace McClure
Cherry Creek School Dist. 5
Elizabeth School Dist. C1
Platte Canyon School Dist. 1
Sheridan School Dist. 2
SEMBCS
3301 South Monaco
Denver, CO 80222
758-9163

Marcia Osborn
Greeley School Dist. 6
2501 35th Avenue
Greeley, CO 80631
353-5303

Asahi Oshima
Boulder Valley School Dist. RE2
P. O. Box 9011
Boulder, CO 80301
447-1010

Ann Pratt
Windsor School Dist. RE4
301 Walnut, Box 609
Windsor, CO 80550
686-7413

John D. Reimers
Eagle Co. School Dist. RE50J
P. O. Box 740
Eagle, CO 81631
328-6321

Dave Salberg
Lake Co. School Dist. R1
120 West 9th Street
Leadville, CO 80461
486-1229

Tim Starck/Linda Transou/Norman Kurtz
Denver Public School Dist. 1
Career Education Center
2650 Eliot
Denver, CO 80211
455-5966

Ruth Stouffer
Poudre School Dist. R1
2407 LaPorte Avenue
Fort Collins, CO 80521
482-7420

If you wish information on community resources and are not affiliated with any of the above school districts, contact the State Community Resource Bank at the Career Education Resource Center, 2323 West Baker Ave., Englewood, CO 80110, 934-5786.

CAREER EDUCATION RESOURCE CENTER
2323 West Baker Ave • Englewood, CO 80110 • 934-5786

Office Use

REQUEST FOR COMMUNITY RESOURCE INFORMATION
(Speaker, Field Trip/Tour, or Shadow Program)

Office Use
Request No.

1. Name _____ Date _____
   District _____ County _____ Your Position _____
   School/Other _____ Work Phone _____
   Work Address _____
   Street City State Zip Code
2. Check type of activity ☐ Speaker ☐ Tour ☐ Shadow Program
3. Describe resource needed (e.g., company, organization, occupation, or topic area) _____
4. Date need information _____ Date to be used _____
5. Grade(s) _____ Subject area _____ Number of students _____

ALLOW UP TO TWO WEEKS' ADVANCE NOTICE FOR REQUEST.

WHEN ORDERING, DUPLICATE THESE FORMS TO RESERVE THIS MASTER FOR FUTURE ORDERS

CAREER EDUCATION RESOURCE CENTER
2323 West Baker Ave • Englewood, CO 80110 • 934-5786

Office Use

REQUEST FOR COMMUNITY RESOURCE INFORMATION
(Speaker, Field Trip/Tour, or Shadow Program)

Office Use
Request No.

1. Name _____ Date _____
   District _____ County _____ Your Position _____
   School/Other _____ Work Phone _____
   Work Address _____
   Street City State Zip Code
2. Check type of activity ☐ Speaker ☐ Tour ☐ Shadow Program
3. Describe resource needed (e.g., company, organization, occupation, or topic area) _____
4. Date need information _____ Date to be used _____
5. Grade(s) _____ Subject area _____ Number of students _____

ALLOW UP TO TWO WEEKS' ADVANCE NOTICE FOR REQUEST.

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SAMPLE FORMS

CAREER EDUCATION RESOURCE CENTER
2323 West Baker Ave • Englewood, CO 80110 • 934-5786

REQUEST FOR COMMUNITY RESOURCE INFORMATION
(Speaker, Field Trip/Tour, or Shadow Program)

Office Use

Office Use
Request No.

1. Name Jane Doe Date 10-16-79
   District Englewood No. 1 County Arapahoe Your Position Teacher
   School/Other Clayton Elementary School Work Phone 781-7831
   Work Address 4600 South Fox Street (Street) Englewood (City) CO (State) 80110 (Zip Code)
2. Check type of activity ☒ Speaker ☐ Tour ☐ Shadow Program
3. Describe resource needed (e.g., company, organization, occupation, or topic area)
   Meteorologist
4. Date need information 11-5-79 Date to be used 11-28-79
5. Grade(s) 4th Subject area Science Number of students 30

ALLOW UP TO TWO WEEKS' ADVANCE NOTICE FOR REQUEST.

WHEN ORDERING, DUPLICATE THESE FORMS TO RESERVE THIS MASTER FOR FUTURE ORDERS.

CAREER EDUCATION RESOURCE CENTER
2323 West Baker Ave • Englewood, CO 80110 • 934-5786

REQUEST FOR COMMUNITY RESOURCE INFORMATION
(Speaker, Field Trip/Tour, or Shadow Program)

Office Use

Office Use
Request No.

1. Name John Doe Date 10-18-79
   District Littleton No. 6 County Arapahoe Your Position Teacher
   School/Other Heritage High School Work Phone 795-1353
   Work Address 7109 South Gallup (Street) Littleton (City) CO (State) 80120 (Zip Code)
2. Check type of activity ☐ Speaker ☒ Tour ☐ Shadow Program
3. Describe resource needed (e.g., company, organization, occupation, or topic area)
   Bureau of Land Management
4. Date need information 11-6-79 Date to be used 11-29-79
5. Grade(s) 10 Subject area Earth Science Number of students 25

ALLOW UP TO TWO WEEKS' ADVANCE NOTICE FOR REQUEST.

STATE RESOURCES

Resource #	State Resource
508100	A.B. Dick
208200	Adolph Coors
822102	Air Force Academy
841107	Air Force Academy Planetarium
641100	Allstate Insurance Company
806900	American Cancer Research Center
839901	American Cancer Society
864100	American Institute of Architects
739101	American Meteorite Laboratory
862107	American Society of Landscape Architects
892201	Animal Diagnostic Lab. (CSU)
074200	Animal Hospital Center
944100	Arapahoe County Dept. of Social Services
152200	Associated General Contractors
514100	Associated Grocers of Colorado
864103	Association of Women in Construction (WICS)
809100	Belle Bonfils Blood Center
739900	Better Jobs for Women
792900	Boettcher Concert Hall
792200	Bonfils Theatre
421200	Boulder Denver Truck Lines
864106	Boy Scouts of American Exploring Division
799903	Broadmoor Ice Arena
951202	Bureau of Land Management
401100	Burlington Northern
332500	C F & I Steel Corp.
483300	Channel 8 TV, Pueblo
799900	Chatfield State Recreation Area
971103	Civil Preparedness
919901	Civil Rights Commission
106100	Climax Molybdenum
366200	C M I, Inc.
971100	Colorado Air National Guard, Buckley
971107	Colorado Army National Guard
862101	Colorado Bar Association
862100	Colorado Contractors Association
961100	Colorado Council on Economic Education
951200	Colorado Division of Wildlife
951101	Colorado Dept. of Health Air Pollution Div.
862110	Colorado Federation of LPN's
839902	Colorado Health Careers Council
824906	Colorado Institute of Art
861103	Colorado Mining Association
862102	Colorado Nurses Association
824900	Colorado Paralegal Institute
653100	Colorado Real Estate Brokers
822103	Colorado School of Mines
862104	Colorado Scientific Society
864101	Colorado Society of CPA's
792901	Colorado Springs Symphony
806300	Colorado State Hospital
862103	Colorado Vet. Med. Association, Speakers Bureau
806204	Colorado West Regional Mental Health Center
451100	Continental Airlines
138200	Continental Oil Company
138201	Continental Shelf Data Systems
417100	Continental Trailways
869903	Council on Arts & Humanities
806202	Craig Hospital
278900	Creative Bookbinding
822107	CSU Animal Science
892202	CSU Arkansas Valley Research Ranch
822109	CSU Atmospheric Science
822110	CSU Business Dept.
822111	CSU College of Agricultural Science
822112	CSU Environmental Stress
822113	CSU Forestry Fishery & Wildlife Biology
822114	CSU Microbiology
822115	CSU ROTC
822105	CU Medical Center
822108	CU School of Nursing
919903	Defense Contract Adm. Services
824905	Denver Academy of Court Reporting
794102	Denver Broncos Football Club
739902	Denver Career Service Authority
794103	Denver Comets Volley Ball Club
869901	Denver Council of Gems & Minerals Society
862105	Denver Dietetics Association
863101	Denver Federation of Musicians
824902	Denver Institute of Tech.
794104	Denver Kickers Sports Club (Rugby)
861100	Denver Legal Secretaries Association
651200	Denver Merchandise Mart
794105	Denver Nuggets
271100	Denver Post
912100	Denver Regional County of Government
792902	Denver Symphony Orchestra
653102	Denver Technology Center
951207	Division of Wildlife Research Center
951206	Division of Wildlife Rocky Ford Bird Farm
519100	D.V. Burrel Seed Growers
481101	Eagle-Vail Telephone Company
352300	Edco Manufacturing
332100	Electron Corp.
951100	Environmental Protection Agency
962100	FAA Air Traffic Control, Longmont
862106	Federal Aviation Administration
922100	FBI
092100	Fish Hatchery
085100	Forest Service
806203	Fort Logan Mental Health Center
493101	Fort St. Vrain Nuclear Info. Center
599900	Frostline Company
203700	Frozen Foods, Inc.
841106	Gates Planetarium
303100	Gates Rubber Company
201300	Gold Star Sausage Company
209900	Griffin & Holder Company
506500	Hewlett Packard Company
382200	Honeywell
384202	Hospal
737200	IBM Data Processing Services
737202	IBM General Systems Division
931101	IRS Dept. of the Treasury
201100	Jensens Blue Ribbon Proc.
242100	Johns-Manville
483301	KBTV Channel 9
483200	KIMN Radio
422500	King Soopers
483302	KMGH Channel 7
483303	KOA Channel 4
483201	KOA Radio

STATE RESOURCES (CONTINUED)

Resource #	State Resource
386100	Kodak
483304	KRMA Channel 6
483202	KTLK Radio
483305	KWGN Channel 2
824904	Lamar Cosmetology School
944101	Larimer County Dept. of Social Services
943100	Larimer County Mental Health
864102	League of Women Voters
382200	Limon Radar Station
275100	Looart Press
291100	Marathon Oil Company
376101	Martin Marietta
862108	Metro Denver Dental Society
352301	Moreland Implement Company
481100	Mountain Bell
861102	Multiple Listings Inc.
506501	National Camera
357400	National Cash Register
892200	National Center for Atmospheric Research
832100	National Center for Child Abuse
864101	National Ski Patrol System
336200	NIBCO
971101	Norad
507200	Norgren
072300	North American Dehydrating Corp.
519101	Northrup King & Co.
919901	Office for Civil Rights, Dept. of HEW
591200	Parke Davis Co.
971103	Pete Field (Dept. of the Air Force)
384200	Pikes Peak Hearing Aid Center
806200	Porter Memorial Hospital Foundation
493100	Public Service Company of Colorado
472200	Pueblo Memorial Airport
359900	Ragsdale Brothers Inc.
085101	Red Feather Forest Service
209902	Red Seal Potato Chips
799700	Rocky Mountain Diving Center, Ltd.
271101	Rocky Mountain News
869904	Rocky Mountain Center Env. Romco (Solar Energy)
806201	Rose Medical Center
411100	R.T.D., Denver
316100	Samsonite Corp.
401101	Santa Fe Railroad
209901	Sawer-Meade Popcorn Company
899903	Singer
355100	Sinton's Dairy
581200	Sky-Chef Crossroads West
951201	Soil Conservation Service
799904	Solar Trails
458200	Stapleton International Airport
912135	State Representatives
912100	State Senators
399900	T.A. Pelsue Company
869905	Tenth Mountain Division
911101	Town of Vail
272100	T.V. Guide
822106	University of Colorado School of Dentistry
919902	U.S. Civil Services Commission
964100	U.S. Dept. of Agriculture
953100	U.S. Dept. of Housing & Urban Development
919900	U.S. Government Printing Office
971102	U.S. Marine Corps.
971105	U.S. Navy
951204	U.S. Soils Conservation Office
703200	Vail Nature Center
384201	Vicon Hearing Aid Center
739100	Western Electric
602200	Women's Bank, N.A.
351900	Woodward Governor
869902	Young Audiences
839900	Zero Population

15 U.S.O.E. OCCUPATIONAL CLUSTERS
AGRIBUSINESS AND NATURAL RESOURCES

SUPPORT AND REGULATIONS

Cluster #	Occupation
AN 050820	Certificate Regulator
AN 051168	Coal Mine Inspector
AN 052168	Food and Drug Inspector
AN 053168	Plant and Animal Quarantine Inspector
AN 054214	Rate Supervisor
AN 055238	Reservation Agent
AN 056168	Safety & Sanitary Inspector
AN 057979	Map Maker

RESEARCH

Cluster #	Occupation
AN 100050	Agriculture Economist
AN 101040	Agronomist
AN 102410	Animal Breeder
AN 103041	Biochemist
AN 104041	Biologist
AN 105041	Biophysicist
AN 106041	Botonist
AN 107041	Entomologist
AN 108041	Plant Breeder
AN 109024	Geophysicist
AN 110040	Horticulturist
AN 111041	Zoologist
AN 112023	Solar Terrestrial Physicist
AN 113040	Animal Scientist
AN 114041	Physiologist

FORESTRY

Cluster #	Occupation
AN 150012	Fire Protection Engineer
AN 151632	Fire Control Technician
AN 152040	Forester
AN 153454	Logger

LAND AND WATER MANAGEMENT

Cluster #	Occupation
AN 200024	Hydrologist
AN 201005	Hydrological Engineer
AN 202005	Irrigation Engineer
AN 203010	Reservoir Engineer

FISHERIES AND WILDLIFE

Cluster #	Occupation
AN 250461	Trapper

MINING AND QUARRYING

Cluster #	Occupation
AN 300541	Coal Washer
AN 301850	Miner
AN 302010	Safety Engineer, Mines
AN 303010	Mining Engineer
AN 304939	Quarry Worker

PETROLEUM AND RELATED PRODUCTS

Cluster #	Occupation
AN 350930	Driller
AN 351024	Geologist
AN 352010	Natural Gas Engineer
AN 353914	Oil Pumper
AN 354010	Petroleum Engineer
AN 355939	Seismographer
AN 356189	Solar Energy Consultant

PRODUCTIVE AGRICULTURE

Cluster #	Occupation
AN 400410	Dairy Farmer
AN 401407	Farmer
AN 402405	Nursery Laborer
AN 403403	Orchardist
AN 404411	Poultry Farmer
AN 405410	Cattle Rancher
AN 406408	Tree Surgeon
AN 407405	Greenhouse Worker
AN 408411	Hatcherer

PROCESSING AND MARKETING

Cluster #	Occupation
AN 450162	Broker
AN 451429	Ginner
AN 452521	Grader, Tender
AN 453921	Grain Elevator Operator
AN 454410	Sheep Shearer

SERVICE

Cluster #	Occupation
AN 500418	Artificial Inseminator
AN 501408	Supervisor, Disease and Insect Inspector
AN 502411	Field Service Technician (Poultry)
AN 503096	Agriculture Extension Specialist
AN 504408	Landscaper
AN 505862	Sprinkler Installer

TOURS

Cluster #	Occupation
AN 801000	Tours

ASSOCIATIONS & ORGANIZATIONS

Cluster #	Occupation
AN 851000	Associations & Organizations

NON-TRADITIONAL OCCUPATIONS

Cluster #	Occupation

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BUSINESS AND OFFICE

ACCOUNTING

Cluster #	Occupation
BO 050160	Accountant (Auditor)
BO 051210	Bookkeeper
BO 052186	Controller
BO 053020	Statistician

COMPUTER

Cluster #	Occupation
BO 100213	Computer Console Operator
BO 101203	Keypunch Operator
BO 102020	Programmer
BO 103012	Programmer Analyst
BO 104012	Systems Analyst

SECRETARIAL SCIENCE

Cluster #	Occupation
BO 150243	Court Clerk
BO 151202	Court Reporter
BO 152243	Deputy Clerk
BO 153189	Executive Secretary
BO 154119	Legal Assistant
BO 155201	Legal Secretary
BO 156201	Medical Secretary
BO 157202	Stenographer
BO 158203	Word Processing Supervisor
BO 159216	Business Machine Operator
BO 160211	Cashier
BO 161203	Clerk Typist
BO 162206	File Clerk
BO 163219	General Office Clerk
BO 164237	Receptionist
BO 165215	Payroll Clerk
BO 166201	Private Secretary
BO 167201	Secretary
BO 168000	Temporary Help

MANAGEMENT

Cluster #	Occupation
BO 200189	Executive
BO 201185	Manager (Owner)
BO 202165	Public Relations Representative
BO 203189	Consultant
BO 204184	Operations Manager
BO 205169	Office Manager

PERSONNEL

Cluster #	Occupation
BO 250209	Personnel Clerk
BO 251166	Personnel Manager
BO 252166	Recruiter
BO 253209	Supervisor

FINANCE

Cluster #	Occupation
BO 300020	Financial Analyst
BO 301241	Bank Cards Officer (Cr. Cards)
BO 302186	Bank Cashier (Teller)
BO 303186	Bank Loan Officer
BO 304050	Financial Economist
BO 305000	Electronic Funds Transfer Officer
BO 306020	Investment Analyst
BO 307251	Stock Broker
BO 308020	Financial Planner
BO 309108	Credit Manager
BO 310241	Collection Agent
BO 311186	Mortgage Loan Agent

INSURANCE

Cluster #	Occupation
BO 350110	Attorney
BO 351219	Insurance Actuary
BO 352241	Insurance Adjustor
BO 353219	Insurance Clerk
BO 354241	Insurance Inspector
BO 355250	Insurance Sales Representative

REAL ESTATE

Cluster #	Occupation
BO 400191	Real Estate Appraiser
BO 401250	Real Estate Broker
BO 402219	Real Estate Clerk
BO 403250	Real Estate Counselor
BO 404249	Real Estate Escrow Clerk
BO 405250	Real Estate Sales Representative
BO 406250	Real Estate Agent

TOURS

Cluster #	Occupation
BO 801000	Tours

ASSOCIATIONS & ORGANIZATIONS

Cluster #	Occupation
BO 851000	Associations & Organizations

NON-TRADITIONAL OCCUPATIONS

Cluster #	Occupation

COMMUNICATIONS AND MEDIA

JOURNALISM

Cluster #	Occupation
CM 050131	Columnist
CM 051131	Critic
CM 052132	Editor
CM 053132	Manuscript Analyst
CM 054143	News Photographer
CM 055209	Proofreader
CM 056131	Reporter
CM 057141	Cartoonist
CM 058132	Publication, Editor
CM 059131	Newswriter/Journalist

ADVERTISING

Cluster #	Occupation
CM 100164	Advertising Manager
CM 101000	Budget and Planning Personnel
CM 102141	Commercial Artist
CM 103000	Promotor
CM 104165	Public Relations Representative
CM 105000	Researcher
CM 106141	Advertising Artist
CM 107000	Advertising Producer
CM 108164	Manager

MOTION PICTURES

Cluster #	Occupation
CM 150142	Art Director
CM 151976	Camera, Lighting, Sound Personnel
CM 152152	Composer
CM 153346	Costume and Make-up Personnel
CM 154159	Director
CM 155962	Editor
CM 156976	Film Processing Supervisor
CM 157159	Producer
CM 158962	Scenery, Property and Special Effects Personnel
CM 159141	Special Artist
CM 160131	Writer
CM 161141	Motion Picture Artist

TELEPHONE AND TELEGRAPH

Cluster #	Occupation
CM 200822	Computer Technician
CM 201821	Line Personnel
CM 202299	Production and Distribution Personnel
CM 203729	Repairer
CM 204137	Translator

RECORDING INDUSTRY

Cluster #	Occupation
CM 250169	Administrator
CM 251152	Arranger
CM 252194	Recording Engineer
CM 253259	Salesperson

RADIO AND TELEVISION BROADCASTING

Cluster #	Occupation
CM 300159	Announcer
CM 301000	Broadcast Journalist
CM 302143	Camera Personnel
CM 303131	Copywriter
CM 304132	News Editor
CM 305187	Program Director
CM 306720	Radio/Television Repair Personnel
CM 307159	Radio/Television Producer
CM 308163	Sales Manager
CM 309962	Sound Effects Personnel
CM 310000	Sports Director
CM 311184	Station Manager
CM 312193	Transmission Personnel
CM 313025	Weatherperson
CM 314025	Meteorologist

TOURS

Cluster #	Occupation
CM 801000	Tours

ASSOCIATIONS & ORGANIZATIONS

Cluster #	Occupation
CM 851000	Associations & Organizations

NON-TRADITIONAL OCCUPATIONS

Cluster #	Occupation

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CONSTRUCTION

WOOD

Cluster #	Occupation
CR 050860	Carpenter
CR 051864	Floor Layer
CR 052866	Roofer
CR 053667	Trimmer

METAL

Cluster #	Occupation
CR 100805	Boilermaker
CR 101638	Millwright
CR 102809	Ornamental Iron Worker
CR 103862	Pipefitter
CR 104862	Plumber
CR 105800	Riveter
CR 106804	Sheet Metal Worker
CR 107819	Welder
CR 108000	Construction Casting Manufacturer

MASONRY

Cluster #	Occupation
CR 150861	Bricklayer
CR 151869	Hod Carrier
CR 152861	Marble Setter
CR 153842	Plasterer
CR 154861	Stonemason
CR 155861	Terrazzo Worker
CR 156779	Concrete Pipe Manufacturer

ELECTRICAL

Cluster #	Occupation
CR 200620	Air Conditioning Mechanic
CR 201825	Conduit Installer
CR 202952	Diesel Plant Operator
CR 203824	Electrician

FINISHING

Cluster #	Occupation
CR 250660	Cabinet Maker
CR 251864	Carpet Layer
CR 252865	Glazier
CR 253840	Painter
CR 254841	Paperhanger
CR 255763	Wood Finisher
CR 256860	Acoustical Carpenter

HEAVY EQUIPMENT OPERATIONS

Cluster #	Occupation
CR 300853	Asphalt Paving Operator
CR 301859	Blaster
CR 302850	Bulldozer
CR 303930	Core Drill Operator
CR 304921	Crane Operator
CR 305850	Dredge Operator
CR 306570	Miller
CR 307850	Power Shovel Operator
CR 308620	Heavy Equipment Mechanic

ENGINEERING AND SUPPORT SERVICES

Cluster #	Occupation
CR 350001	Architect
CR 351003	Construction Engineer
CR 352891	Home Builder
CR 353001	Landscape Architect
CR 354018	Surveyor
CR 355182	Building Code Enforcer
CR 356005	Draftsperson
CR 357001	Architectural Drafter
CR 358182	Construction Coordinator-Superintendent
CR 359869	Construction worker

TOURS

Cluster #	Occupation
CR 801000	Tours

ASSOCIATIONS & ORGANIZATIONS

Cluster #	Occupation
CR 851000	Associations & Organizations

NON-TRADITIONAL OCCUPATIONS

Cluster #	Occupation

CONSUMER/HOMEMAKING EDUCATION

FOOD

Cluster #	Occupation
CH 050096	Consumer Service Specialist
CH 051077	Dietitian
CH 052041	Food Technologist
CH 053319	Food Service Supervisor (Hotel, Rest., Med.)

HOUSING AND HOUSEHOLD EQUIPMENT

Cluster #	Occupation
CH 100096	Home Lighting Advisor
CH 101096	Home Service Director
CH 102096	Household Products Technician
CH 103096	Housing and Household Equipment Journalist
CH 104096	Home Energy Conservation Consultant

TEXTILE AND CLOTHING

Cluster #	Occupation
CH 150096	Consumer Service Specialist
CH 151185	Fashion Coordinator
CH 152096	Fashion Journalist
CH 153297	Sewing Instructor
CH 154022	Textile Chemist

HOME ECONOMICS AND HOME MANAGEMENT

Cluster #	Occupation
CH 200160	Budget Consultant
CH 201096	Director of Consumer Ed.
CH 202096	Researcher
CH 203096	Home Economist

EXTENSION SERVICE

Cluster #	Occupation
CH 250000	Community Resource Developer
CH 251096	Extension Agent
CH 252096	Extension Home Economist
CH 253096	Extension Service Specialist
CH 254096	4-H Club Agent

TOURS

Cluster #	Occupation
CH 801000	Tours

ASSOCIATIONS & ORGANIZATIONS

Cluster #	Occupation
CH 851000	Associations & Organizations

NON-TRADITIONAL OCCUPATIONS

Cluster #	Occupation

ENVIRONMENT

POLLUTION PREVENTION AND CONTROL

Cluster #	Occupation
EV 050012	Air Analyst
EV 051168	Industrial Waste Inspector
EV 052022	Water Purification Chemist

DISEASE PREVENTION

Cluster #	Occupation
EV 100389	Exterminator
EV 101041	Microbiologist
EV 102408	Pest Control Technician

ENVIRONMENTAL PLANNING

Cluster #	Occupation
EV 150406	Camp Ground Caretaker
EV 151029	Geographer
EV 152001	Environmental Planner
EV 153005	Traffic Engineer
EV 154199	Urban Planner
EV 155199	Traffic Technician
EV 156029	Environmental Scientist

RESOURCE CONTROL

Cluster #	Occupation
EV 200029	Ecologist
EV 201452	Fire Warden
EV 202040	Forest Ranger
EV 203169	Park Ranger
EV 204188	Park Superintendent
EV 205379	Resource Conservationist
EV 206040	Soil Conservationist
EV 207379	Wildlife Conservation Officer
EV 208041	Wildlife Fish Biologist
EV 209041	Wildlife Game Biologist
EV 210040	Wildlife Refuge Manager
EV 211040	Wildlife Researcher
EV 212040	Wildlife Technician
EV 213040	National Forest Administrator
EV 214379	Fish and Game Warden
EV 215379	Fish and Wildlife Specialist
EV 216353	Hunting and Fishing Guide
EV 217040	National Forest Habitat Manager

TOURS

Cluster #	Occupation
EV 801000	Tours

ASSOCIATIONS & ORGANIZATIONS

Cluster #	Occupation
EV 851000	Associations & Organizations

NON-TRADITIONAL OCCUPATIONS

Cluster #	Occupation
EV 901040	Forest Ranger
EV 902379	Fish and Game Warden

FINE ARTS AND HUMANITIES

THE VISUAL ARTS

Cluster #	Occupation
FH 050142	Clothes Designer
FH 051141	Commercial and Display Designer
FH 052141	Graphics Artists
FH 053142	Interior Designer and Decorator
FH 054142	Jewelry and Flatware Designer
FH 055144	Painter/Artist
FH 056143	Photographer
FH 057774	Potter
FH 058144	Sculptor
FH 059142	Stained Glass Window Designer
FH 060142	Costume Designer
FH 061142	Floral Designer
FH 062772	Glass Blower
FH 063690	Leather Craftsperson
FH 064000	Caligrapher

THE PERFORMING ARTS

Cluster #	Occupation
FH 100150	Actor
FH 101150	Actress
FH 102152	Choral Director
FH 103151	Choreographer
FH 104152	Conductor
FH 105152	Musician
FH 106730	Piano Tuner
FH 107962	Stage Director
FH 108152	Vocalist/Singer
FH 109151	Dancer
FH 110159	Mime/Pantomime Artist
FH 111159	Clown
FH 112159	Puppeteer

OCCUPATIONS IN WRITING

Cluster #	Occupation
FH 150131	Writer
FH 151131	Humorist
FH 152131	Playwright
FH 153131	Poet
FH 154131	Screen Writer

RELIGION AND THEOLOGY

Cluster #	Occupation
FH 200120	Clergyperson
FH 201129	Director of Religious Activites
FH 202129	Director of Religious Education

LANGUAGES AND LINGUISTICS

Cluster #	Occupation
FH 250041	Etymologist
FH 251137	Interpreter
FH 252059	Linguist
FH 253059	Philologist
FH 254137	Translator
FH 255137	Deaf Interpreter

HISTORY AND MUSEUMS

Cluster #	Occupation
FH 300101	Archivist
FH 301191	Art Appraiser
FH 302052	Biographer
FH 303102	Curator
FH 304052	Historian
FH 305102	Historical Sites Supervisor
FH 306052	State Historical Director
FH 307055	Archaeologist
FH 308055	Anthropologist

SCIENCES

Cluster #	Occupation
FH 350041	Ornithologist
FH 351021	Astronomer
FH 352159	Psychic

TOURS

Cluster #	Occupation
FH 801000	Tours

ASSOCIATIONS & ORGANIZATIONS

Cluster #	Occupation
FH 851000	Associations & Organizations

NON-TRADITIONAL OCCUPATIONS

Cluster #	Occupation

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HEALTH

MENTAL HEALTH AND MENTAL HEALTH SERVICES

Cluster #	Occupation
HL 050355	Psychiatric Aid
HL 051075	Psychiatric Nurse
HL 052195	Psychiatric Social Worker
HL 053070	Psychiatrist
HL 054045	Psychologist
HL 055045	Psychometrist
HL 056045	Social Psychologist
HL 057195	Family Counselor

MEDICAL AND BIOLOGICAL SCIENCE SERVICES

Cluster #	Occupation
HL 100041	Bacteriologist
HL 101041	Biochemist
HL 102078	Biochemistry Technologist
HL 103078	Blood Bank Technologist
HL 104078	Cytotechnologist
HL 105078	Electrocardiograph Technician (EKG)
HL 106078	Electroencephalographic Technician (EEG)
HL 107041	Histologic Technician
HL 108078	Laboratory Technician
HL 109078	Medical Laboratory Assistant
HL 110078	Medical Technician
HL 111078	Medical Technologist
HL 112078	Microbiology Technologist
HL 113078	Nuclear Medical Technologist
HL 114070	Pathologist
HL 115079	Physician's Assistant
HL 116078	Radiologic Technologist
HL 117070	Radiologist
HL 118079	Surgical Technician
HL 119073	Veterinary Laboratory Technician
HL 120019	Biomedical Electronic Technician
HL 121078	Blood Lab Technician
HL 122022	Chemist

DENTISTRY AND DENTAL SCIENCE SERVICES

Cluster #	Occupation
HL 150079	Dental Assistant
HL 151712	Dental Ceramist
HL 152078	Dental Hygienist
HL 153712	Dental Laboratory Technician
HL 154072	Dentist

GENERAL HOSPITAL AND MEDICAL OFFICE RELATED OCCUPATIONS

Cluster #	Occupation
HL 200079	Accredited Record Administrator
HL 201381	Central Supply Aid
HL 202822	Central Supply Supervisor
HL 203203	Medical Record Transcriber
HL 204355	Nursing Assistant
HL 205237	Receptionist
HL 206079	Registered Record Administrator
HL 207201	Ward Secretary
HL 208199	X-Ray Technician

MEDICAL EMERGENCY SERVICES

Cluster #	Occupation
HL 250355	Ambulance Attendant
HL 251913	Ambulance Driver
HL 252079	Emergency Medical Technician
HL 253075	Emergency Room Nurse
HL 254079	Emergency Room Physician
HL 255354	First Aid Attendant
HL 256078	Paramedic

ADMINISTRATION OF HEALTH SERVICES

Cluster #	Occupation
HL 300169	Administrative Assistant
HL 301205	Admitting Officer
HL 302187	Director of Volunteer Services
HL 303187	Executive Housekeeper
HL 304187	Hospital Administrator
HL 305079	Materials Manager
HL 306070	Medical Officer
HL 307187	Nursing Home Administrator
HL 308000	State Health Dept. Worker
HL 309187	Clinic Administrator

PERSONAL AND COMMUNITY HEALTH SERVICES

Cluster #	Occupation
HL 350354	Home Health Aid
HL 351000	March of Dimes Worker
HL 352070	Public Health Administrator
HL 353099	Public Health Educator
HL 354075	Public Health Nurse
HL 355073	Public Health Veterinarian
HL 356079	Sanitarian
HL 357075	School Nurse
HL 358078	Public Health Clinic Worker

PHARMACEUTICAL SCIENCE AND SERVICES

Cluster #	Occupation
HL 400074	Clinical Pharmacist
HL 401074	Pharmacist (Hospital)
HL 402074	Pharmacist (Retail)
HL 403041	Pharmacologist
HL 404074	Pharmacy Helper
HL 405074	Research Pharmacist

HEALTH (CONTINUED)

PROFESSIONAL MEDICAL SUPPORTIVE PERSONNEL

Cluster #	Occupation
HL 450713	Artificial Plastic Eye Maker
HL 451078	Audiologist
HL 452078	Cardio-Pulmonary Technologist
HL 453079	Chiropractor
HL 454079	Chiropractor's Assistant
HL 455716	Contact Lens Technician
HL 456076	Corrective Therapist
HL 457077	Dietition (Registered)
HL 458079	Health Physicist
HL 459078	Hearing Clinician
HL 460076	Industrial Therapist
HL 461076	Music Therapist
HL 462070	Naturopathic Doctor
HL 463076	Occupational Therapist
HL 464070	Optician
HL 465079	Optometrist
HL 466070	Orthoptist
HL 467076	Physical Medicine Therapist
HL 468079	Podiatrist
HL 469078	Prothetist-Orthotist
HL 470077	Research Nutritionist
HL 471076	Respiratory Care Therapist
HL 472078	Speech and Hearing Clinician
HL 473076	Speech Pathologist
HL 474076	Physical Therapist
HL 475000	Epidemiologist
HL 476070	Orthopedist
HL 477000	Alcoholic Rehabilitation Person
HL 478078	Audiometrist
HL 479078	Ultrasound Technologist
HL 480000	Artificial Limb Maker

MEDICAL PROFESSIONS

Cluster #	Occupation
HL 500071	Doctor of Osteopathy
HL 501075	Industrial Nurse
HL 502075	Licensed Practical Nurse
HL 503070	Medical Doctor
HL 504075	Nurse Anesthetist
HL 505075	Office Nurse
HL 506070	Ophthalmologist
HL 507070	Pediatrician
HL 508075	Registered Nurse
HL 509073	Veterinarian
HL 510070	Neurosurgeon
HL 511070	Orthopedic Surgeon
HL 512070	Plastic Surgeon
HL 513070	General Surgeon
HL 514070	General Practitioner
HL 515070	Dermatologist
HL 516070	Internist

TOURS

Cluster #	Occupation
HL 801000	Tours

ASSOCIATIONS & ORGANIZATIONS

Cluster #	Occupation
HL 851000	Associations & Organizations

NON-TRADITIONAL OCCUPATIONS

Cluster #	Occupation

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HOSPITALITY AND RECREATION

COMMERCIAL & NON-COMMERCIAL TRAVEL BUREAUS/AGENCIES

Cluster #	Occupation
HR 050237	Information Clerk
HR 051252	Travel Counselor
HR 052254	Advertising and Publicity Personnel
HR 053238	Hotel Representative
HR 054238	Ticket Clerk
HR 055252	Travel Agent

PUBLIC, INDUSTRIAL AND PRIVATE RECREATION (COMMERCIAL AND NON-COMMERCIAL)

Cluster #	Occupation
HR 100090	Athletic Director
HR 101153	Athletic Trainer
HR 102153	Automobile Racer
HR 103159	Camp Counselor
HR 104159	Circus Performer
HR 105969	Circus Worker
HR 106349	Diver
HR 107153	Ice Skater
HR 108153	Jockey
HR 109153	Instructor, Marshall Arts
HR 110159	Magician
HR 111153	Professional Athlete
HR 112379	Ski Patrol Officer
HR 113159	Stunt Person
HR 114169	Umpire/Referee
HR 115441	Fly Fisherperson
HR 116442	General Fisherperson
HR 117732	Fly Tyer
HR 118168	Hunter Safety Inspector
HR 119000	Mountaineer/Backpacker
HR 120153	Skier
HR 121000	Frisbee Thrower
HR 122683	Weaver
HR 123313	Ice Cream Maker
HR 124000	Balloonist
HR 125153	Athletic Team Manager
HR 126000	Archer
HR 127000	Billiards/Pool Player
HR 128000	Chess Player
HR 129000	Bridge Player
HR 130299	Stamp Collector
HR 131292	Coin Collector
HR 132000	Rock Collector
HR 133000	Antique Collector
HR 134000	Model Railroad Builder
HR 135000	4 Wheeler
HR 136000	Snowmobiler
HR 137000	Hang Glider
HR 138000	Glider Pilot
HR 139000	Canoeist/Rafter/Kayaker

RECREATION CONCERNED WITH NATURAL RESOURCES

Cluster #	Occupation
HR 600237	Information Center Personnel
HR 601342	Concession Attendant
HR 602379	Life Guard
HR 603187	National Forest Recreation Officer
HR 604237	Visitor or Tourist Guide
HR 605412	Zoo Keeper and Attendant
HR 606356	Zoo Manager

TOURS

Cluster #	Occupation
HR 801000	Tours

ASSOCIATIONS & ORGANIZATIONS

Cluster #	Occupation
HR 851000	Associations & Organizations

NON-TRADITIONAL OCCUPATIONS

Cluster #	Occupation

MANUFACTURING

MANAGEMENT

Cluster #	Occupation
MG 050166	Personnel Manager
MG 051189	President
MG 052162	Purchasing Agent
MG 053163	Sales Manager
MG 054189	Vice-President
MG 055189	Plant Manager
MG 056186	Controller

SCIENTISTS

Cluster #	Occupation
MG 100022	Analytical Chemist
MG 101022	Organic Chemist
MG 102023	Physicist
MG 103000	Electrophotography Scientist
MG 104011	Metallurgist
MG 105023	Nuclear Physicist
MG 106000	Research Scientist

ENGINEERS

Cluster #	Occupation
MG 150002	Aerospace Engineer
MG 151008	Chemical Engineer
MG 152005	Civil Engineer
MG 153001	Drafter
MG 154003	Electrical Engineer
MG 155003	Electronics Engineer
MG 156021	Industrial Engineer
MG 157007	Mechanical Engineer
MG 158011	Metallurgical Engineer
MG 159012	Safety Engineer
MG 160000	Solar Engineer
MG 161015	Nuclear Engineer
MG 162000	Environmental Engineer
MG 163000	Computer Science Engineer

TECHNICIANS

Cluster #	Occupation
MG 200726	Electronics Technician
MG 201020	Mathematical Technician
MG 203579	Quality Technician
MG 204000	Scientific Data Technician
MG 205600	Mechanical Technician
MG 206559	Lab Technician
MG 207000	Nuclear Technician

CRAFTS PEOPLE

Cluster #	Occupation
MG 250601	Die Maker
MG 251829	Electrician Foreperson
MG 252638	Master Mechanic
MG 253785	Master Tailor
MG 254007	Tool Designer
MG 255632	Gunsmith
MG 256715	Clockmaker
MG 257709	Locksmith
MG 258763	Furniture Manufacturer
MG 259780	Upholsterer
MG 260977	Book Binder

SKILLED WORKERS

Cluster #	Occupation
MG 300723	Appliance Repairer
MG 301714	Camera Repairer
MG 302971	Lithographer
MG 303600	Machinist
MG 304621	Mechanic
MG 305754	Pattern Maker, Plastic
MG 306617	Press Operator
MG 307652	Printer
MG 308720	Radio Repairer
MG 309804	Sheet Metal Worker
MG 310720	Television Repairer
MG 311000	Photo-Copier Repairer
MG 312812	Welder
MG 313860	Carpenter

SEMI-SKILLED WORKERS

Cluster #	Occupation
MG 350558	Acid Extractor
MG 351514	Casting Operator
MG 352500	Electroplater
MG 353515	Hammer Mill Operator
MG 354512	Oxygen Furnace Operator
MG 355526	Potato Chip Sorter
MG 356786	Sewing Machine Operator
MG 357726	Assembler
MG 358529	Candy Maker

UNSKILLED LABORERS

Cluster #	Occupation
MG 400705	Bench Grinder
MG 401509	General Laborer
MG 402521	Sausage Meat Trimmer

TOURS

Cluster #	Occupation
MG 801000	Tours

ASSOCIATIONS & ORGANIZATIONS

Cluster #	Occupation
MG 851000	Associations & Organizations

NON-TRADITIONAL OCCUPATIONS

Cluster #	Occupation

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MARINE SCIENCE

RESEARCH

Cluster #	Occupation
MS 050041	Aquatic Biologist
MS 051025	Hydrographer
MS 052024	Hydrologist
MS 053024	Marine Geologist
MS 054024	Marine Geophysicist
MS 055025	Marine Meteorologist
MS 056024	Oceanographer

MINERAL AND CHEMICAL EXTRACTION

Cluster #	Occupation
MS 100022	Chemical Extracter
MS 101010	Ocean Miner
MS 102930	Off Shore Driller

FISHING

Cluster #	Occupation
MS 150432	Fisher

AQUACULTURE

Cluster #	Occupation
MS 200436	Fish Farmer
MS 201041	Fishery Bacteriologist
MS 202436	Hatchery Personnel
MS 203436	Fishery Personnel

MARINE TECHNOLOGY AND ENGINEERING

Cluster #	Occupation
MS 250001	Marine Architect-Boat Builder
MS 251003	Marine Electronics Specialist
MS 252379	Skin Diver/Scuba Diver

SURFACE AND ON-SHORE SUPPORT

Cluster #	Occupation
MS 300623	Motorboat Mechanic
MS 301911	Motorboat Operator

TOURS

Cluster #	Occupation
MS 801000	Tours

ASSOCIATIONS & ORGANIZATIONS

Cluster #	Occupation
MS 851000	Associations & Organizations

NON-TRADITIONAL OCCUPATIONS

Cluster #	Occupation

MARKETING AND DISTRIBUTION

MARKETING MANAGER

Cluster #	Occupation
MD 050164	Advertising Manager
MD 051299	Bureau of Standards Supervisor
MD 052163	Export Sales Manager
MD 053186	Marketing Manager
MD 054189	Research Director
MD 055382	Residential Property Manager
MD 056163	Sales Manager
MD 057000	Shopping Center Manager
MD 058185	Store Manager/Owner
MD 059185	Wholesaler
MD 060000	Retailer
MD 061185	Retail Store Owner
MD 062187	World Trade Manager

MARKET RESEARCH AND ANALYSIS

Cluster #	Occupation
MD 100050	Economist
MD 101205	Investigator
MD 102050	Market Research Analyst
MD 103020	Statistician
MD 104000	Foreign Trade Consultant

PURCHASING

Cluster #	Occupation
MD 150186	Custom House Broker
MD 151185	Importer
MD 152162	Purchasing Agent
MD 153185	Jobber/Distributor

SALES PROMOTION AND TRAINING

Cluster #	Occupation
MD 200189	Bridal Consultant
MD 201297	Model
MD 202142	Product Designer
MD 203183	Production Manager
MD 204299	Character Impersonator
MD 205230	Sample Distributor
MD 206166	Training Representative
MD 207298	Window Trimmer

SELLING

Cluster #	Occupation
MD 250294	Auctioneer
MD 251292	Coin-Vending Machine Attendant
MD 252316	Dealer
MD 253191	Pawnbroker
MD 254290	Sales Clerk
MD 255251	Sales Representative
MD 256185	Exporter

PHYSICAL DISTRIBUTION

Cluster #	Occupation
MD 300789	Inspector
MD 301920	Packager
MD 302222	Shipping and Receiving Clerk
MD 303222	Stocker
MD 304239	Traffic Analyst
MD 305214	Traffic Clerk
MD 306222	Warehouse Personnel
MD 307184	Trucking Manager
MD 308223	Mail Order Clerk

TOURS

Cluster #	Occupation
MD 801000	Tours

ASSOCIATIONS & ORGANIZATIONS

Cluster #	Occupation
MD 851000	Associations & Organizations

NON-TRADITIONAL OCCUPATIONS

Cluster #	Occupation

PERSONAL SERVICES

DOMESTIC SERVICES

Cluster #	Occupation
PL 050301	Babysitter
PL 051309	Professional Servant

LODGING AND RELATED SERVICES

Cluster #	Occupation
PL 100324	Bellman/Porter
PL 101320	Boarding House Manager
PL 102324	Doorperson
PL 103388	Elevator Operator
PL 104321	Hotel and Institution Housekeeper
PL 105187	Houseperson
PL 106329	Industrial Maintenance Personnel
PL 107324	Room Service Clerk

BARBERING, COSMETOLOGY AND RELATED SERVICES

Cluster #	Occupation
PL 150330	Barber
PL 151332	Cosmetologist
PL 152332	Hair Stylist
PL 153331	Manicurist
PL 154334	Massage Technician
PL 155332	Beautician

FUNERAL SERVICES

Cluster #	Occupation
PL 200187	Mortician
PL 201359	Funeral Attendant
PL 202338	Embalmer

DRYCLEANING, LAUNDRY AND APPAREL SERVICES

Cluster #	Occupation
PL 250785	Dressmaker
PL 251362	Dry Cleaner
PL 252361	Laundry Supervisor
PL 253363	Machine Presser
PL 254361	Machine Washer
PL 255361	Rug Cleaner
PL 256365	Shoe Repairer
PL 257785	Tailor
PL 258709	Furniture Cleaner

DOMESTIC ANIMAL CARE

Cluster #	Occupation
PL 300356	Animal Keeper
PL 301418	Dog Groomer
PL 302159	Animal Trainer
PL 303356	Kennel Personnel
PL 304410	Pet Shop Attendant
PL 305199	Taxidermist

FOOD AND BEVERAGE PREPARATION AND SERVICE

Cluster #	Occupation
PL 350526	Baker
PL 351312	Bartender
PL 352525	Butcher
PL 353187	Caterer
PL 354315	Chef/Cook
PL 355319	Food Assembler
PL 356317	Pantry Personnel
PL 357311	Waiter
PL 358311	Waitress
PL 359310	Wine Stewart
PL 360187	Hotel/Restaurant Manager
PL 361319	Industrial Cafeterial Manager
PL 362524	Cake Decorator
PL 363187	Banquet Manager
PL 364000	Fast Food Restaurant Employee
PL 365000	Short Order Cook
PL 366187	Food Service Manager

TOURS

Cluster #	Occupation
PL 801000	Tours

ASSOCIATIONS & ORGANIZATIONS

Cluster #	Occupation
PL 851000	Associations & Organizations

NON-TRADITIONAL OCCUPATIONS

Cluster #	Occupation

PUBLIC SERVICES

ADMINISTRATIVE AND REGULATORY SERVICES

Cluster #	Occupation
PS 050188	City Manager
PS 051000	Civil Servant
PS 052000	County Commissioner
PS 053111	Courtroom Judge
PS 054000	City Council Person
PS 055000	County Assessor
PS 056000	County Clerk
PS 057110	District Attorney
PS 058000	Governor
PS 059000	Highway Commissioner
PS 060000	Legislator
PS 061000	Mayor
PS 062000	Politician
PS 063000	Public Defender
PS 064165	Public Relations Representative
PS 065000	State Senator
PS 066000	U.S. President
PS 067000	State Representative

URBAN DEVELOPMENT

Cluster #	Occupation
PS 100054	Sociologist
PS 101199	Urban Planner
PS 102000	Water Rights Manager
PS 103000	Water Engineer
PS 104022	Food Scientist
PS 105018	Surveyor

EDUCATION

Cluster #	Occupation
PS 150166	Career Planning and Placement Counselor
PS 151090	College Teacher
PS 152094	Educable Mentally Handicapped Teacher
PS 153092	Elementary Teacher
PS 154166	Employment Counselor
PS 155092	Kindergarten Teacher
PS 156100	Librarian
PS 157099	Media Center Specialist
PS 158092	Nursery School Teacher
PS 159094	Physically Handicapped Teacher
PS 160045	School Counselor
PS 161091	Secondary Teacher
PS 162094	Trainable Mentally Handicapped Teacher
PS 163051	Political Scientist
PS 164099	School Principal
PS 165000	School District Administrator
PS 166000	Industrial Education Director
PS 167097	Vocational Education Director
PS 168099	Tutorer

PROTECTIVE SERVICES

Cluster #	Occupation
PS 200169	Civil Defense
PS 201375	FBI Agent
PS 202373	Firefighter
PS 203379	Humane Officer
PS 204168	Investigator
PS 205206	Military (All Branches)
PS 206373	Police Officer
PS 207379	Radio Dispatcher
PS 208372	Security Officer
PS 209168	Coroner
PS 210375	State Patrol Officer
PS 211372	Watchman
PS 212000	Operations Chief
PS 213373	Fire Inspector
PS 214187	Prison Warden

POST OFFICE

Cluster #	Occupation
PS 250233	Mail Carrier
PS 251209	Mail Handler
PS 252188	Post Master
PS 253168	Postal Inspector
PS 254000	Service Representative

PUBLIC UTILITIES

Cluster #	Occupation
PS 300950	Boiler Operator
PS 301953	Gas Plant Operator
PS 302729	Meter Reader
PS 303257	Public Utilities Sales Representative
PS 304954	Pumping Station Foreperson
PS 305952	Turbine Operator
PS 306955	Waste Water Treatment Plant Operator
PS 307954	Water Treatment Plant Operator
PS 308022	Water Chemist
PS 309821	Utilities Inspector
PS 310952	Power Plant Operator

LABOR AFFAIRS

Cluster #	Occupation
PS 350000	Employment Compensation Worker
PS 351045	Employment Counselor
PS 352000	Job Corps Worker
PS 353000	Jobs for Progress Personnel
PS 354000	Labor Standards Employees
PS 355000	Manpower Development Trainer
PS 356000	Manpower Representative
PS 357000	Union Representative

PUBLIC SERVICES (CONTINUED)

SOCIAL SERVICE, REHABILITATION, CORRECTION

Cluster #	Occupation
PS 400000	Child Welfare Worker
PS 401195	Family Service Worker
PS 402359	Day Care Attendant
PS 403110	Lawyer
PS 404000	Mental Health Worker
PS 405195	Probation Officer
PS 406000	Public Welfare Technician
PS 407000	Civil Rights Worker
PS 408119	Paralegal
PS 409045	Rehabilitation Counselor
PS 410195	Social Worker
PS 411000	Social Security Worker

PUBLIC MAINTENANCE

Cluster #	Occupation
PS 450899	Maintenance Worker
PS 451919	Street Cleaner
PS 452406	Groundskeeper
PS 453909	Sanitary Disposal Engineer

TOURS

Cluster #	Occupation
PS 801000	Tours

ASSOCIATIONS & ORGANIZATIONS

Cluster #	Occupation
PS 851000	Associations & Organizations

NON-TRADITIONAL OCCUPATIONS

Cluster #	Occupation
PS 901000	State Representative

TRANSPORTATION

HIGHWAY TRANSPORTATION

Cluster #	Occupation
TR 050807	Automobile Body Repairer
TR 051620	Automobile Mechanic
TR 052295	Automobile Renter and Leasor
TR 053915	Automobile Service Station Attendant
TR 054913	Bus Driver
TR 055160	Crating and Moving Estimator
TR 056913	Dispatcher
TR 057620	Motorcycle Mechanic/ Motorcyclist
TR 058915	Parking Lot Attendant
TR 059909	Safety Engineer
TR 060913	Taxi Driver
TR 061905	Truck Driver
TR 062909	Truck Supervisor
TR 063639	Bicycle Repairer/Bicyclist
TR 064000	Parking District Coordinator
TR 065000	Road Maintenance Supervisor
TR 066919	Towing Operator/Wrecker

RAIL TRANSPORTATION

Cluster #	Occupation
TR 100910	Brake Personnel
TR 101168	Freight Operations Personnel
TR 102901	Locomotive Engineer
TR 103910	Maintenance and Repair Personnel
TR 104351	Passenger Service Personnel
TR 105910	Railway Express Agent
TR 106184	Supervisory Personnel
TR 107910	Yard Personnel

AIRBORNE TRANSPORTATION (COMMERCIAL)

Cluster #	Occupation
TR 150352	Flight Attendant
TR 151621	Flight Engineer
TR 152000	Ground Personnel
TR 153187	Management
TR 154189	Marketing Director
TR 155193	Navigator
TR 156910	Passenger Handling Personnel
TR 157196	Pilot
TR 158196	Co-pilot

AIRBORNE TRANSPORTATION (GENERAL)

Cluster #	Occupation
TR 200193	Air Traffic Controller
TR 201621	Airplane Mechanic
TR 202184	Airport Management
TR 203000	Aviation Service Center Personnel
TR 204000	Weather Service Personnel
TR 205002	Aircraft Aeronautical Engineer
TR 206912	Parachute Rigger/Sky Diver

AIRBORNE TRANSPORTATION (SPACE TRAVEL)

Cluster #	Occupation
TR 250000	Astronaut

PIPELINE TRANSPORTATION

Cluster #	Occupation
TR 300914	Coal Pipeline Operator
TR 301914	Dispatcher
TR 302922	Dock Supervisor
TR 303549	Gasman Head
TR 304914	Line Walker
TR 305927	Loading Rack Supervisor
TR 206914	Main Line Station Engineer
TR 307862	Pipelines Supervisor
TR 308914	Pumper
TR 309209	Survey Personnel

WATER TRANSPORATION

Cluster #	Occupation
TR 350197	Engineer
TR 351222	Freight Handling Personnel
TR 352911	Lock Personnel
TR 353899	Maintenance and Repair Personnel
TR 354310	Passenger Service Personnel
TR 355193	Radio Officer
TR 356911	Ship's Crew
TR 357184	Supervisory Personnel
TR 358919	Ticket Agent
TR 359197	Tugboat Agent
TR 360184	Wharf Personnel
TR 361375	Harbor Controller
TR 362911	Pleasure Craft Sailor

TOURS

Cluster #	Occupation
TR 801000	Tours

ASSOCIATIONS & ORGANIZATIONS

Cluster #	Occupation
TR 851000	Associations & Organizations

NON-TRADITIONAL OCCUPATIONS

Cluster #	Occupation

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CAREER EDUCATION FIELD TRIPS

Following is a field trip list compiled for statewide usage. These frequently used sites are listed alphabetically for your convenience.

AIR FORCE ACADEMY PLANETARIUM
Office of Info OIC
Colorado Springs, CO 80840
472-2555
Hours: Mon-Fri 9-5 – ½ day Sun. (in Winter)
Tours: Self Guided
Fee: No fee
Grade Level: 3rd and up
Description: Visitors center, displays, movies, chapel

BLACK AMERICAN WESTERN FOUNDATION
3607 E. 32nd Ave.
Denver, CO 80205
321-3635
Hours: Mon-Fri 9-3
Tours: Guided
Fee: Donations
Grade Level: All ages
Description: Artifacts of black pioneers, cowboys and miners in the Old West

BUFFALO BILL CODY MUSEUM
Route 5 Box 950
Golden, CO 80401
526-0740
Hours: Open Daily (summer) 9-5 (winter) 9-4
Tours: Self Guided
Fee: No fee
Grade Level: All ages
Description: Memorabilia of Buffalo Bill, Indian Artifacts

CHEYENNE MOUNTAIN ZOO
P.O. Box 158
Colorado Springs, CO 80901
475-9555
Hours: Open Daily 9-5
Tours: Guided tours for school children
Fee: School groups free; children out of town – fees may vary
Grade Level: 3rd and up
Description: Live animals and how they live, habitats of animals

CHILDREN'S MUSEUM
931 Bannock St.
Denver, CO 80204
571-5198
Hours: Tues-Fri 12-5 Sat 10-5 Sun 12-5
Tours: School tours in morning
Fee: 50¢ per person (free admission on Tues.)
Grade Level: Ages 3-10
Description: Participatory learning environment, dentist office display, pretend theatre, cycle of living

CLIFF DWELLINGS MUSEUM
P.O. Box 272
Manitou Springs, CO 80829
685-5242
Hours: Sat-Thurs 10-5
Tours: Self Guided
Fee: No fee
Grade Level: 4th and up
Description: Cliff dwellings, Gift shop

COLORADO HISTORICAL SOCIETY
Colo. Heritage Center
1300 Broadway
Denver, CO 80203
839-3682
Hours: Mon-Sat 9-5 Sun 10-5 Holidays 10-5
Tours: Guided Tours
Fee: No fee
Grade Level: 3rd and up
Description: Extension services: films, tapes–Plains Indians, Explorers, Trappers and Traders, Colo. Gold Rush, Prehistoric Man, Pioneer Denver & Town Development, The Cattle Industry

COLORADO RAILROAD MUSEUM
P.O. Box 10
Golden, CO 80401
279-4591
Hours: Open Daily 9-5
Tours: Self Guided
Fee: Adults $1.50 – Children 50¢
Grade Level: 4th and up
Description: Locomotives and cars, trolley cars and smaller, exhibits of mountain railroads

COLORADO SKI MUSEUM, INC.
P.O. Box 1976 - 15 Vail Road
Vail, CO 81657
476-1876
Hours: Tues-Sun 12-5 (closed Mon)
Tours: Self Guided
Fee: No fee
Grade Level: 10 yrs. and older
Description: History of Skiing in Colorado

COLORADO STATE CAPITOL
200 E. Colfax
Denver, CO 80203
839-2604
Hours: Mon-Fri 9-3:30
Tours: Guided tours – 9-3:30
Fee: No fee
Grade Level: All ages
Description: State government operations. Legislative bodies, Supreme Court Chambers, Commissions

DENVER ART MUSEUM
400 W. 14th Ave.
Denver, CO 80204
575-2265
Hours: Tues-Sat 9-5 Sun 1-5 (closed Mon)
Tours: Guided Tours
Fee: No fee
Grade Level: 3rd and up
Description: Art Education

DENVER BOTANIC GARDENS
1005 York St.
Denver, CO 80206
297-2547
Hours: Mon-Thurs 9:30-10:30
Tours: Guided Tours
Fee: No fee
Grade Level: Grade level determines level of tour
Description: Botony, Tropical & Subtropical plants

CAREER EDUCATION FIELD TRIPS (CONTINUED)

DENVER WALKING TOURS, INC.
770 Pennsylvania St.
Denver, CO 80203
832-7645
Hours: 8-5 (office hours)
Tours: Guided tours on Tues, Thur, and Sat.
Fee: Adults $3.50 Under 12 $1.50
Grade Level: 3rd and up
Description: Exterior Walking tours & buildings – landmarks

DENVER ZOO
City Park – 23 & Stark St.
Denver, CO 80205
575-2432
Hours: Open Daily 10-6
Tours: Guided Tours
Fee: $1.00
Grade Level: 3rd and up
Description: Live Animals

EL PUEBLO MUSEUM
905 S. Prairie Ave.
Pueblo, CO 81005
561-4635
Hours: Mon-Fri 9-5 Sat-Sun 10-5
Tours: Guided Tours
Fee: No fee
Grade Level: Elementary
Description: Indians of Mesa Verde, Fort El Pueblo, Colo. History

ESTES PARK MUSEUM
Highway 36 (East of Town)
Box 1691
Estes Park, CO 80517
586-9821
Hours: Mon-Sat 10-5 Sun 1-5
Tours: Self Guided
Fee: No fee
Grade Level: 6th and up
Description: Estes Park History, 100 years of History, Homesteaders, Indians, Traders

FORNEY TRANSPORTATION MUSEUM
1416 Platte I-25 Speer Blvd.
Denver, CO 80202
433-3643
Hours: Mon-Sat 9-5 Sun 11-5:30
Tours: Guided Tours
Fee: Adults $2.00 Jr. High & High School 75¢ Elementary 45¢
Grade Level: All ages
Description: Cars, carriages, locomotives, costumes from 1750 to 1920

FORT VASQUEZ
13412 U.S. Highway 85
Platteville, CO 80651
785-2832
Hours: Open Daily 9-5 Closed April 15-Nov 15
Tours: Demonstration
Fee: No fee
Grade Level: All ages
Description: 1830's Fur–Trading Post – Living History demonstration

GEN. PALMER'S MANSION
P.O. Box 20
Colorado Springs, CO 80901
598-1212
Hours: Mon-Fri 8-5
Tours: Tours on Wed
Fee: No fee
Grade Level: Jr. High and up
Description: Showing of castle, ground showings

HALL OF PRESIDENTS
1050 S. 21st
Colorado Springs, CO 80904
635-3553
Hours: Open Daily 9-5
Tours: Guided Tours
Fee: Have group rates
Grade Level: All ages
Description: Statues of Presidents of U.S., Fairy Land

HISTORIC DENVER
770 Pennsylvania St.
Denver, CO 80203
837-1858
Hours: Mon-Fri 9-5
Tours: Guided Tours
Fee: $1.50 adults Under 12 25¢ Senior Citizens 75¢
Grade Level: All ages
Description: Preservation and Landmarks in Denver

LITTLETON HISTORICAL MUSEUM
6028 S. Gallup
Littleton, CO 80120
795-3850
Hours: Mon-Fri 8-5 Sat 10-5 Sun 1-5
Tours: Guided Tours
Fee: No fee
Grade Level: All ages
Description: Historical farm, building-equipment, dresses

MAY NATURAL HISTORY MUSEUM
710 Rock Creek Canyon Highway 115
Colorado Springs, CO 80906
576-0450
Hours: Open Daily April 15 to Sept. 30 8-9
Tours: Self Guided
Fee: Students 50¢ Sponsor 90¢
Grade Level: All ages
Description: Invertebrate animals, related creatures, insects of tropical and subtropical parts of the world

MOLLY BROWN HOUSE
1340 Pennsylvania St.
Denver, CO 80203
832-4092
Hours: Tues-Sat 10-4 Sun 12-4
Tours: Guided Tours
Fee: Adults $1.50 under 12 25¢ Senior Citizens 75¢
Grade Level: 8 yrs. and older
Description: Shows 1890 home belonging to Molly Brown from the Great Titanic

CAREER EDUCATION FIELD TRIPS (CONTINUED)

NAT'L WOOD CARVER'S MUSEUM
14960 Wood Carver's Road
Monument, CO 80132
633-7558
Hours: Open Daily 9-5
Tours: Guided Tours
Fee: Student's 35¢
Grade Level: All ages
Description: Only woodcarver's museum in U.S. that teaches blind students to carve wood, selection of wood carvings

PIONEER MUSEUM
215 S. Tejon
Colorado Springs, CO 80903
471-6650
Hours: Tues-Sat 10-5 Sun 2-5 (closed Mon)
Tours: Guided Tours
Fee: No fee
Grade Level: All ages
Description: Colorado History, Pikes Peak & Indian Jewelry

SANGRE DE CRISTO ART CENTER
210 N. Santa Fe Ave.
Pueblo, CO 81003
543-0130
Hours: Mon-Sat 9-5 (closed Sun)
Tours: Self Guided
Fee: No fee
Grade Level: All ages
Description: Southwest Culture, ceramics, weaving, exhibitions

U.S. MINT
West Colfax & Cherokee St.
Denver, CO 80204
837-3582
Hours: Mon-Fri 9-11 1-2:30
Tours: Guided Tours
Fee: No fee
Grade Level: All ages
Description: Mint operation; receiving coining, pressing, weighing, counting, gold display

WESTERN MUSEUM OF MINING & IND.
1025 North Gate Road
Colorado Springs, CO 80908
495-2182
Hours: Mon-Fri 9-4
Tours: Guided Tours
Fee: Adults 50¢ Children 25¢ no charge for school groups
Grade Level: 4th and up
Description: Early mining & Industrial Technology of the West